



One91 Community Education
Childcare Programs Handbook



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Our Mission

Each Student. Future Ready.

One91 Community Education Child Care Programs provide high quality before and after school programming for children in Kindergarten-Grade 8. A variety of educational, recreational, and developmental activities are offered that aid students to become self-directed and self-disciplined. Through a caring & supportive social/emotional environment, staff assist each student to exhibit respect for their own ideas and those of others.

PROGRAM OVERVIEW

Research shows that quality before and after-school programs keep kids safe, help working families, improve school attendance and support academic achievement.

One91 CE Childcare Programs offer a choice-based program where curriculum is based on the needs and interests of the children enrolled.

Kids have the opportunity to practice youth leadership skills and provide input regarding daily programming. Allowing children to participate this way follows best practice, helps develop independence while fostering community and keeps kids engaged with their environment.

Caring and educated staff members provide fun, consistent nurturing environments and offer the support children need to feel loved, safe and that they belong. Whether it is through conversation, homework help or guidance, our goal is to ensure the success of children in our communities by establishing positive relationships, providing educational and recreational activities and offering opportunities for kids to share ideas and feel valued.

CONTACTS, HOURS, LOCATIONS

Summer Break Supported by Project KIDS

For students entering grades K-6 in the fall

Locations: Edward Neill and Gideon Pond Elementary

Care is provided Monday- Friday 7 am-5:30 pm

School Age Care for Grades K-5

Each ISD 191 Elementary School provides care before and after school. Non school days care will be at two elementary locations TBD.

Monday through Friday

7- 9:15 am and

3:45- 5:30 pm

CONTACTS

Shar Lattery

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Vista View

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Sky Oaks

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REGISTRATION INFORMATION

All children must register to participate in One91 CE Child Care Programs. Registration is considered complete when you have received an acceptance email from the site coordinator.

Allow a minimum of three (3) business days for processing. Registration fees are non-refundable.

Families must register each school year and summer for One91 CE Child Care Programs. One91 CE Child Care Programs reserve the right to delay registration due to the need to increase staffing.

The Program also reserves the right to deny or limit service due to previous non-payment of Program fees.

Children with Special Needs

One91 CE Childcare Programs can accept children with special needs.

Program Coordinators will meet with parents pre-registration to discuss the care and supervision of your child. One91 CE Child Care Programs reserves the right to deny or discontinue child care services if such participation causes a substantial obstacle or modification to the nature of the program.

CONTRACTS & CONTRACT CHANGES

All families are required to complete a Program Contract for each child.

Contract changes must be submitted in writing by the 25th of the month or the original contract will stay in effect for the next month. A \$20 fee is assessed for changes made to family contracts.

Summer 2022

Registration Fee

All children will be charged a \$25 registration fee upon acceptance (maximum registration fee of \$75 per family).

Daily Summer Rates 7:00 AM – 5:30 PM

	<u>First Child</u>	<u>Sibling</u>
14-21 days per month	\$42	\$41
8-13 days per month	\$46	\$45
1-7 days per month	\$50	\$49

Parents provide transportation to and from child care – no busing option.

Half Day Rates

Half day (7-12:30 or 12:30-5:30)	\$32 per day
Half day Drop-In (7-12:30 or 12:30-5:30)	\$34 per day

**No sibling rate

Parents provide transportation to and from child care – no busing option.

After In-Person Summer School

3:15-5:30	\$12.00
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**No sibling rate

Bus transportation from summer school location to Child Care/Project KIDS provided by Summer School Administration
Please be sure to notify summer school staff of your child's need for busing to Sky Oaks or Neill elementary after summer school.

Jumpstart Kindergarten Wrap Around Care

AM Care 7:00 AM - 9:00 AM	\$14.00
PM Care 2:30 PM - 5:30 PM	\$13.00

Parents provide transportation to and from child care – no busing option.
This care is only available during the days Jumpstart Kindergarten is in session.

GTI Wrap Around Care

AM Care 7:00 AM – 9:00 AM	\$13.00
PM Care 4:00 PM – 5:30 PM	\$12.00

Parents provide transportation to and from child care – no busing option.
This care is only available during the days GTI is in session at Sky Oaks Elementary.
*If care is needed for any other time, costs are reflective of the Fees listed under Daily Summer Rate and Half Day Rates above

Valleyfair 2022 Season Gold Pass

Limited number available. Summer Break field trips to Valleyfair (excluding Soak City) will be provided, weather permitting, to participants owning a pass various weeks throughout the summer. Dates to be determined. Visit the Valleyfair website for information regarding the Gold Pass.

PAYMENT, CREDIT, WITHDRAWAL

Your One91 CE Child Care Program account is viewable online at CommunityEd191.org.

PAYMENT

Payments are accepted by Visa/MasterCard, money order and cashier's checks. Personal checks are not accepted for monthly tuition. All accounts must have a valid credit card on file. If you are unable to make payments in this manner, please contact the Program Coordinator for your site. We accept County Assistance.

Payment is due by the 1st of the month.

An automatic payment will be applied to the credit card on file in the event monthly tuition is left unpaid by the 25th of the month. In addition a \$25 late payment fee will be added to the account balance.

In the event that past due fees are not able to be collected, past due accounts are forwarded to Transworld Collection Agency.

One91 Community Education Child Care Programs reserves the right to stop services on delinquent accounts and may reinstate care once accounts are current.

All accounts must have a zero balance in order for services to be provided the following month. (Payments & Scheduling 1(f) of contract)

CREDIT

Credit will not be provided for absent days or vacation days listed on monthly calendars.

WITHDRAWAL

To withdraw your child from the program, notice must be submitted in writing two (2) weeks prior to the last day of attendance. If notice is not received, two weeks of tuition will be charged.

ATTENDANCE PROCEDURES

DROP OFF & PICK UP

There is a designated door/area for dropping off and picking up children at each building. Only parents and those listed on the child information form are permitted to pick children up. Anyone picking up should be prepared to show a valid photo ID.

ABSENCE FROM ONE91 CE CHILD CARE PROGRAMS

It is the parent's responsibility to notify the One91 Community Education Child Care Program site when their child will be absent. Calls should be made directly to the site. Parents will be contacted if the child does not arrive to the Program when scheduled to attend. If a child fails to attend when scheduled or if parents fail to notify the site of their absence, a \$5 fee is assessed.

IDENTIFICATION CHECKS

To assure the safety of each child, parents must notify Program staff in writing if someone other than the parent/guardian will be picking children up from the site.

An identification check will be made by the staff present at the time the child is picked up.

BOTH PARENTS' RIGHT TO PICK UP

Under the laws of Minnesota, unless restricted by a court of law, both parents have the right to pick their child up from childcare. The enrolling parent who chooses to not include the other parent as an authorized person for pick up, must file an official court document with the site.

LATE PICK UP POLICY

One91 CE Child Care Programs open at 7am and close at 5:30 pm.

A late fee of \$15 will be billed to family accounts for each 15-minute increment a child is dropped off before 7 am or picked up after 5:30 pm.

One91 CE Child Care Programs reserves the right to terminate services if parents/guardians are consistently late.

COMMUNICATION

PARENT COMMUNICATION

All parents/guardians must have a current email address on file. Most communication between staff and families will be sent through email.

PHONE MESSAGES & EMAIL

Parents may call the Child Care site or email the Site Coordinator whenever necessary. Phone calls and emails will be returned in a timely fashion.

CURRICULUM

One91 Community Education Child Care Programs offer age-appropriate activities and provide opportunities for cognitive, social, emotional, and physical development.

Child Care Programming follows the MDH Guidance for Social Distancing in Schools

Included in the guidance

- Promote a safe program environment
- Maintain safe classroom spaces and social distancing when possible
- Require cloth face coverings
- Strategize meal times
- Minimize opportunities for mixing between groups
- Encourage and reinforce social norms and health etiquette
- Promote health checks

CURRICULUM ACTIVITIES

Children will enjoy a variety of recreational, educational, and developmental activities with a minimum of formal structure in a well supervised and comfortable environment. Children take part in many group and individual experiences which encourages physical, intellectual, and social development. The Program strives to provide a balance of active and passive activities. Every effort is made to provide a safe and nurturing environment that assists in positive emotional development.

CURRICULUM GOALS

To provide opportunities to develop personal discipline. Developing-responsibility for one's own actions, setting limits, respecting rights and property of others, forming friendships, and using community resources responsibly.

- To reinforce academic concepts through experiential learning activities. Children develop confidence through real life experience and intentional programming using academic concepts such as reading, math, science, language development, and more.
- To guide and foster social development and psychological health.
- To provide opportunities for physical development. Children develop a sense of confidence with the physical environment through games, hobbies, and exercise.
- To encourage independent living skills and a healthy lifestyle.

BEHAVIOR GUIDELINES

EXPECTATIONS

A major objective of Community Education programs is for every person to feel safe emotionally and physically, respected and valued.

Community Education participants will use respectful behavior at all times that will help peers, self and staff feel safe, respected and valued.

The basic expectations for students and adults to remember include but are not limited to:

1. We respect ourselves, others and property.
2. We conduct ourselves in an appropriate manner.

Community Education Programs will abide by the [Policies of Student Discipline](#) established by District #191; MSBA Policy #506 and Student Policies section 500.

CODE OF CONDUCT

If a child is dismissed from a program for behavior, they are able to return to the program one year after the last report was filed. If another behavior report occurs at this time, child may be immediately dismissed from One91 Community Education Child Care Programs.

If a child is suspended from the regular school day by the building principal, the student may not participate in One91 Community Education Child Care Programs any time during the assigned suspension. Parents are responsible to pay for any scheduled care sessions in the event a child is suspended from school and/or One91 Community Education Child Care Programs.

PARENT CODE OF CONDUCT

To ensure that One91 Community Education maintains a positive and healthy atmosphere, our Code of Conduct sets forth conditions that parents and guardians are expected to follow and promote. It is our intention to have One91 Community Education represented in a positive manner at all times.

Parents/Guardians will conduct themselves in a manner that represents the four core values:

Caring
Honesty
Respect
Responsibility

Parents/Guardians cannot take pictures/video of other participants in One91 Community Education programs.

Examples of Behavior Considered Harmful/Inappropriate

- Behaviors which directly or indirectly threaten a person's right to be safe
- Fighting which is verbally abusive or physically aggressive
- Verbal aggression such as swearing, hurtful teasing, and disrespectful language of any kind
- Inappropriate touching of a person's body or belongings
- Threatening talk of weapons
- Drugs, alcohol, tobacco or weapons used or in possession on the premises
- Behavior which keeps staff from fulfilling their ability to be available for all children
- Removing self from group without permission
- Consistent disruption of the normal care of other children
- Outbursts which endanger others
- Behaviors that disrupt activities and/or program participants
- Destruction of property
- Blatant disrespect or absolute refusal to follow the lead of the staff person in charge

CONSEQUENCES & DISMISSAL

CONSEQUENCES FOR HARMFUL/ INAPPROPRIATE BEHAVIOR

One91 Community Education reserves the right to terminate childcare services when a child exhibits repeated, unacceptable behavior. Community Education staff will model and implement conflict resolution strategies and redirection techniques. Continued inappropriate behavior will result in consequences.

Dismissal from Program

One91 Community Education may require a parent to remove their child from the program if

- The parent refuses to follow the One91 Community Education policies described in this handbook and contract for services as signed by the parent
- The child is unable to adapt to the One91 Community Education Discipline Policy
- Failure to make payments for childcare services
- Five or more behavior reports

- ❑ 1st Report = Warning & Parent notification
- ❑ 2nd Report = parent notification and notice to pick child up within the hour.
- ❑ 3rd Report = Parent notification, pick child up within the hour and 1-day suspension
- ❑ 4th Report = Parent notification, pick child up within the hour and 3-day suspension
- ❑ 5th Report = Dismissal from Program

Depending on severity of behavior incident, staff may bypass any of the consequences and immediately dismiss a child from the program.

HEALTH & SAFETY POLICIES & PROCEDURES

MN DHE/EXEMPT CENTERS (CERTIFIED)

The following policies are required by MN DHR/Exempt Centers (Certified) Exclusion of sick children and infectious disease outbreak control.

EXCLUSION POLICIES

- The center will supervise and isolate a child from other children in the program when a child becomes sick and immediately notify the sick child's parent or legal guardian.
- The center will post or give notice to the parent/legal guardian of an exposed child the same day the program is notified of a child's contagious reportable disease specified in Minnesota Rules, part 4605.7040, or scabies, impetigo, ringworm, or chicken pox.

INFECTIOUS DISEASE OUTBREAK POLICIES

- When a child becomes sick, the center will immediately notify the sick child's parent or legal guardian and arrange for pick up. The child needs to be isolated in order to prevent the spread of illness.
- 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.

PARENT NOTIFICATION POLICY

The center will notify parents of an exposure by posting information of the contagious disease in a conspicuous place that includes the illness, symptoms, treatment, preventative measures, and how many cases have been reported

EMERGENCY PROCEDURES

LIFE-SAVING EMERGENCY

If immediate medical attention is needed, Community Ed staff will call 911 and then the parent. Once paramedics arrive, they will decide the appropriate action. If emergency treatment is needed, children may be transported to the nearest medical facility. The parent will be responsible for all medical charges.

Community Ed staff are not allowed to transport children in their vehicles for any reason.

District Health Services are not available during Community Ed program hours or on field trips

MINOR INJURIES

Certified Community Ed staff will administer first aid.

Parents will be notified at pick up.

SERIOUS INJURIES

For injuries requiring the attention of a physician, parents will be notified to pick up early and will be responsible for taking their child to a medical facility.

Community Ed staff will administer first aid and do their best to keep the child comfortable until someone arrives.

ILLNESS SYMPTOMS

Sick children cannot attend District 191 Community Education programs.

You will be contacted to pick up your child if they have any of the following symptoms

- Fever of 100 degrees or higher
- Discharge from eyes
- Profuse nasal discharge
- Vomiting
- Undiagnosed Rash

To help minimize the potential spread of COVID-19 District 191

- Observes recommended Face Mask guidance for school age children
- Follows physical distancing
- Emphasizes hand washing and provides hand sanitizer
- Minimizes visitors to schools
- Increased cleaning and sanitizing of school buildings

Children need to be fever/symptom free for 24 hours before returning to Program.

If children are absent from school due to an ailment, they cannot attend Community Education programs that day.

Parents are required to notify the Site Coordinator in the event their child develops a communicable or infectious disease.

Community Education staff will post a medical notice to inform families if other children have become exposed.

MEDICATION

ADMINISTRATION OF MEDICATION POLICIES

- ❖ Written permission is obtained from the child's parent or legal guardian before administering prescription medicine, sunscreen lotion, and insect repellent.
- ❖ 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.

MEDICATIONS

- ❖ Parents are encouraged to arrange medication times to be given at home when possible.
- ❖ Parents should always give the first dose of any medication so that they may personally observe the child's reaction.
- ❖ Prescribed and over-the-counter medications will be given only with written permission from the parent/guardian.
- ❖ Written permission from a doctor is required for all medications that need to be administered for longer than 10 days.
- ❖ Parents must bring medications in the original bottle and complete a medication form which is available at your Program site.

ALLERGIES

POLICIES FOR PREVENTING AND RESPONDING TO ALLERGIES

The center will require that before admitting a child for care, the center must obtain documentation of any known allergies from the child's parent or legal guardian.

The center will maintain current allergy information in each child's record.

The allergy information must include

- ❖ A description of the allergy, specific triggers, avoidance techniques, and symptoms of an allergic reaction.
- ❖ Procedures for responding to an allergic reaction, including medication, dosages, and a doctor's contact information.
- ❖ The center will inform staff of each child's current allergy information. At least annually and when a change is made to allergy-related information in a child's record, the certified center must inform staff of any change.

INCLEMENT WEATHER & SCHOOL CLOSINGS

Most Programs will attempt to enjoy the outdoors on a daily basis.

However, when temperatures fall below zero degrees (with wind chill), staff and children will remain indoors.

Please make sure your child comes prepared with proper winter gear to play outside daily.

Children should bring: boots, warm socks, gloves, a hat, jacket and snow pants.

A heat index of 90 degrees or above poses a significant health risk (National Weather Service). One91 Community Education Child Care Programs monitors the weather (summer and winter) carefully and prepares accordingly in terms of outdoor activities. During the summer months when the heat index is high, outdoor activities are limited to early morning. Our procedures include sunscreen use, proper and regular hydration and types of activities we will engage in depending upon the weather.

SNOW DAY

If District 191 schools are closed for the entire day due to inclement weather, Community Education programs will be closed as well. Early notice will be given on the district's website, isd191.org, and through School Reach.

Television stations WCCO 4 (830am radio), KSTP 5, KMSP 9 & KARE 11 should have school closings listed as well.

EARLY RELEASE

When school is closed mid-day, due to inclement weather all after school programming will be closed including childcare programs. It is important that you discuss this scenario with your family and have a plan in place for alternative care.

All cancellations made after school has started should be posted on the district website as well as the sites listed on this page.

It is very likely that Program staff will be out of the building when or if school is canceled mid-day. Classroom teachers are to release students to parents, buses, or to walk home.

Teachers will not send children to One91 CE Child Care Programs.

TWO HOUR DELAY

In the event school start time is delayed two hours due to inclement weather,

One91 Community Education Child Care Programs will be delayed two hours during distance learning days or closed for before school care.

AFTER-SCHOOL

We encourage parents/guardians to listen to weather reports during a weather advisory or warning. Please plan for someone to arrive at the childcare site no later than 5:30 pm