



# Family Handbook



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

*Updated: 7/1/2022 - Information in this handbook is subject to change.*

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## WELCOME TO KIDS WORLD

The Kids World 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 ages 3 (potty-trained) through age 12.

## PROGRAM INFORMATION

*Kids World 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:**

- Encouragement to develop new friendships and work together in cooperative group situations.
- Support in gaining respect for themselves, others, and property.
- A safe place to develop self-confidence.
- A safe, caring, trusting, and relaxed environment conducive to fun and adventure.
- Trained, caring, and respectful staff who understand the importance of a stable setting that meets the developmental needs of school age children.
- *Weather permitting, children will spend time outdoors or in the gym each day.*

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.

*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

- **Tiffany Reuvers, Kids World Coordinator**
  - 507-330-6804 or 507-330-1396
  - [treuvers@faribault.k12.mn.us](mailto:treuvers@faribault.k12.mn.us)
- **Website & Registration:** [www.faribault.ce.eleyo.com](http://www.faribault.ce.eleyo.com)
- Zach Pruitt, Community Education Director
- Monica Leichtnam, Community Education Administrative Support
- Iliana Pinon, Data Analyst

## SCHOOL YEAR KIDS WORLD SITES

**Jefferson Elementary**  
922 Home Place  
Faribault, MN 55021  
**507-475-4629**

**Roosevelt Elementary**  
935 Parshall Street  
Faribault, MN 55021  
**507-330-2132**

**Lincoln Elementary**  
510 Lincoln Ave. N.W.  
Faribault, MN 55021  
**507-782-2982**

**McKinley Early Childhood**  
930 4th Ave. N.W.  
Faribault, MN 55021  
**507-475-1975**

## ENROLLMENT & REGISTRATION

Kids World accepts online registration <https://faribault.ce.eleyo.com>. School Year registration opens Mid-June.

*Previous season balances must be at a zero balance in order for your registration to be accepted.*

### School Year Hours of Operation

School year Kids World begins on the first day of school and runs until the last day of school.

All four sites are open Monday through Friday:

#### Roosevelt, Lincoln, Jefferson

**Morning Care:** Kids World offers care starting at 6:30am until school starts.

**Afternoon Care:** Kids World offers care from the time school gets out until 6:00pm.

- Please call/text your child's KW site by 2:30 PM if your child will not be attending afternoon care.
- All changes with less than a one week notice will be billed according to scheduled contracted days.

#### McKinley

Kids World will offer wrap around care to preschool age children before or after their ½ day preschool class at McKinley. Kids World will be open from 7:00am - 5:00pm. Kids World will also offer full day child care during program hours (*½ day wrap around care children will have first priority for available spots*)

#### **Non-School Days (Full Day Care at McKinley), 6:30 AM – 6:00 PM**

- Programming will be provided on many non-student days at the McKinley Kids World Site.
- There is separate registration for these days and opens a month before the non-school day.
- **Breakfast and Lunch will not be provided by Kids World on Non-School Days.**
- 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. There will be an additional charge to your invoice to help cover field trip costs.
- Full Day fees are \$34.75 and field trips are additional fee

#### **Summer Kids World**

- Kids World will be offered in the summer months for approximately 10 weeks.
- Kids World will be open Monday through Friday from 6:30am - 6:00pm

Registration for Summer Kids World opens in March. You will need to register a new contract to enroll for Kids World in the summer. **All outstanding invoice balances must be paid in full in order for your new registration to be accepted.** Summer Kids World will be offered at one of our schools, to be determined by registration date.

## FEES AND PAYMENT INFORMATION

Morning care (6:30am - start of school) & Afterschool ½ session (dismissal - 4:30)	\$5.80
Afterschool full session (dismissal - 6pm)	\$10.75
Drop in Rate (morning care & afterschool ½ session)	\$6.15
Drop in Rate (afterschool full session)	\$12.75
Full Day Rate (non-school days, summer & wrap around care)	\$34.75 + additional fees for field trips
Full Day Drop-In Rate (non-school days, summer & wrap around care)	\$42.00
Lincoln, Jefferson & Roosevelt Late Pick-Up	\$10.00 (first 5 min) + \$1/min after 6:05
No Show Fee/Finder's Fee	\$5.00
Registration (non-refundable)*	\$30.00/Family
Deposit (Remains in account until end of school year or end)*	\$50.00/Family
McKinley: Before AM Preschool (7:00 - 8:44) & After PM Preschool (3:20 - 5:00)	\$5.80
McKinley: Before PM Preschool (7:00 - 12:40) & After AM Preschool (11:20 - 5:00)	\$23.75
McKinley Late Pick-Up	\$10.00 (first 5 min) + \$1/min after 5:05

### Payment

**\* Must pay Registration/Deposit to begin school year program**

**\* Must be up-to-date on Kids World Payments to begin a new Child Care Contract**

- Families are responsible for checking their weekly invoices. (emailed out on Tuesdays)
- Payments on site by check or money order can be made out to Faribault Public Schools - Kids World.
- Payments are also accepted online at [www.faribault.ce.eleyo.com](http://www.faribault.ce.eleyo.com)
  - Take the hassle out of remembering to pay each week by signing up for Auto Pay

### Failure to Pay Kids World SACC

In the event that you are approaching 30 days without making a payment or your bill has gone over \$200, you will be contacted to pay the bill or set up reasonable payment arrangements. Failure to pay in full or set up payment arrangements will result in child care being temporarily suspended.

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 in a timely manner.

### 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.

## Child Care Assistance and Discounts

- Kids World accepts CCAP (*Rice County Child Care Assistance Program*) Please reach out if you would like more information on how to apply.
- Kids World offers a 25% discount on child care services to Faribault Public Schools employees. (*Discount does not apply towards the registration fee, deposit or drop-in days*)
- Kids World offers a 50% discount on child care services for Kids World employees. (*Discount does not apply towards the registration fee, deposit or drop-in days*)
- Kids World offers a 10% discount for families with three or more children. (*Discount does not apply towards the registration fee, deposit or drop-in days*)

**Please note:** Only one discount may be used per account.

## 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 on our Ipad. Please inform all adults who will be responsible for picking up or dropping your child off of this policy. Failure to sign in/out may result in late pick-up charges. 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 16 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 16 or older, to morning and from afternoon Kids World.

### Early Drop-Off

Kids World opens up at 6:30 am for child care services. If you see staff in the building before 6:30, they are setting up for the day. Please do not enter the building until 6:30. Families that sign in before 6:30 am will be charged an early drop-off fee of \$10.00.

### Late Pick-Up

Late pick up fees will be assessed if you sign your child out on the ipad after your contracted time. Failure to sign your child out, may also result in late pick-up charges. Families on the 4:30 pick up schedule that pick up after 4:30 will be charged \$6.85 for drop in care until 6:00 (even if they are only a few minutes after 4:30)

Kids World Closes promptly at 6:00. Families picking up between 6:00 -6:05 will be charged \$10.00 and \$1.00 per minute after 6:05. Habitual pick up after 6:00 may result in suspension of services.

### 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/text your child's Kids World site cell phone** as soon as absence is known. You are still billed our normal fees even if your child is absent.
- If you fail to call in your child's absence you will be billed the \$5.00 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. Your deposit will be applied to your account during the next billing cycle. A refund of the deposit will be given, if your account is current. The registration fee is non-refundable.

## 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 suspension/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. Failure to pick up in a reasonable timeframe could result in a next day suspension.

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.***

## EMERGENCY CLOSING/SNOW DAYS

Information on emergency closings for Faribault Public Schools will be available on Channel 5 TV, Kare 11, My Fox TV Channel 9, WCCO, KDHL Radio (920 AM), the Faribault Public Schools website ([www.faribault.k12.mn.us](http://www.faribault.k12.mn.us)).

Kids World will send out an email and text to all enrolled families to notify them of any Weather Related delays/closings. *Sign up to receive SMS Texts when enrolling your child in Kids World.*

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

- All Kids World will be closed.
  - Families will not be charged if we have an emergency closure.

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

- Roosevelt, Lincoln and Jefferson will open 2 hours late at 8:30 AM.
- McKinley will open two hours late at 9:00 AM

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

- All sites (Roosevelt, Lincoln, Jefferson and McKinley) will remain open for 1.5 hours after school is dismissed.
  - Parents are expected to communicate with their child's Teacher and their child's Kids World Site of any schedule/pick-up changes.
  - Children should be picked up promptly.

### **If District 656 announces NO AFTER SCHOOL ACTIVITIES** (*school was open normal hours*)

- All sites (Roosevelt, Lincoln, Jefferson and McKinley) will remain open until 4:30 PM.
- Children scheduled until 6:00 will be charged the 4:30 pick up rate.

## GENERAL KIDS WORLD INFORMATION

### Snacks

Sodexo will provide a snack each afternoon for Kids World students. *Families may participate in supplying a snack if they wish – it must be commercially prepared and in its original package.* Candy should not be sent with your child to school.

### 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 the 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. Having an extra set of clothing for your child is always a good idea.

### Injuries and other related health concerns

1. If your child has a minor injury (scrapes, minor bumps and bruises), you will be notified when you pick up your child.
2. 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.
3. 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** follows the same requirements as prescription medications if the parents want them administered at Kids World.
4. **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 nearby parks.

### Transportation

Field Trip transportation will be scheduled and conducted through Faribault Transportation.

*Emergency, unscheduled transportation may be conducted in personal vehicles due to unforeseen circumstances.*

Transportation to the Kids World sites from charter/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..

### 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.

## **KIDS WORLD EXPECTATIONS**

*In addition to our program policies, Kids World staff and students will also follow the [Faribault Public Schools COVID-19 Protocols](#).*

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.

### **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.