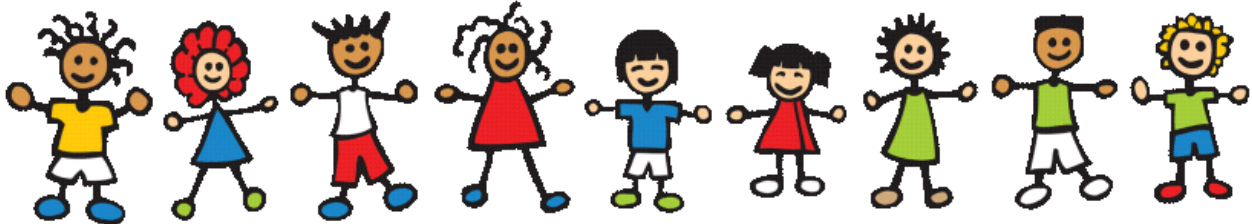


# Valleyland

## Parent Handbook 2023-24

(Policies, Procedures, Practices & Expectations)



Valleyland Kids is a school-age child care program provided by Chatfield Community Education

### Statement of Purpose

The purpose of Valleyland School Age Child Care is to provide families with a safe, positive, and fun environment for children-before and after school and during the summer. The program facilitates child development by providing opportunities for creativity, academic support, physical activity, problem solving, & relationship building.

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Each year updates are made to the handbook. Please be sure to read thoroughly.

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**Enrollment Eligibility:**

- Summer Valleyland is available to all children enrolled in grades Kdg.-6 at Chatfield Elementary School during the 2022-23 school year -- on a space available basis.
- School Year Valleyland is available to all children enrolled in grades PreK - 6 at Chatfield Elementary School on a space available basis.
- All enrolled children must be able to use the toilet independently.
- Drop in care is available - based on availability due to staffing & space. You must have a registration on file. A 24-hour notice is required, combined with a confirmation from the coordinator. Once you are scheduled you will be charged the fee must be paid in advance.
- Children in Valleyland must be able to function in a class with up to 25 students.

**Location:** During the school year and summer, Valleyland is located at the elementary school. A shuttle bus will be provided to get students to and from Summer Rec activities & morning swim lessons located at the high school.

**Administration/Funding:**

Chatfield Public Schools Office of Community Education administers the school age child care program. Program costs, such as staff salaries, snacks,

toys, equipment, art/craft supplies, field trips, and special activities are funded with fees paid by registered parents/guardians.

**Summer Schedule** Monday-Friday 6:00a.m.-6:00 p.m.\*There is a minimum charge of \$20/day and \$80 per billing period, per child. Summer care is available for children entering K-6<sup>th</sup> grade in the fall.

**Summer Fees:**

\$32 - Full day

\$21 - Half day

Minimum Daily Charge - \$21

Minimum Charge - 2 days/week

**Summer Drop In Care:**

*Drop in care is based on space availability in the age-appropriate classroom.*

*Families must have a registration on file.*

*Payment must be made in advance.*

Full Day - \$40

**Registration:**

Online registration is preferred. Hard copy registration forms will also be accepted. (Available on the website or at the elementary school.) Your registration will be complete when Valleyland has received ....

- Registration (online or paper copy)
- All related fees
- Health Form
- Immunization forms for children entering Kindergarten and children new to the district.

Registrations must be received a minimum of one week prior to your child's first day.

Note: Accounts must be in good standing before registrations will be accepted for current families.

**Summer Registration Fees (non-refundable):**

\*\$25 for 1 child / \$50 for 2 or more  
\*An additional \$50.00 per child project & transportation fee is charged for Summer Valleyland. (Maximum -- \$100 activity fee per family.)

**School Year Schedule**

**School days,** 6:00 a.m.-until school starts, and again when school lets out until 6:00pm (Valleyland is not open during the day when school is in session.)

**School Year Fees:**

Before School - \$7  
After School - **\$3.65 per hour Minimum of \$7 per day.** The minimum charge during the school year is \$25 per child, per week. (Exception - PreK)

- Children do not eat breakfast at Valleyland during the school year. Children may participate in the school breakfast program.

**Non-instructional days:** 6:00a.m.-6:00p.m. **PreK Valleyland is not available on non-instructional days.** Valleyland will be open the two days of conferences (in September) for children enrolled during the school year.

If you have noted on your calendar that your child will attend on a non-school day, you must notify us 10 days in advance to

cancel or you will be charged. If we do not have 20 children scheduled, we will close for the day.

**Snow Days:** We are open 6:00a.m-6:00p.m., unless conditions are such that we cannot get staff to the school. If this is the case, we will announce KTTC, facebook, and the JMC announcement. Note: Depending on weather conditions, Valleyland may open late and/or close early.

***Please Note***

Children will need to bring a sack lunch on snow days, and non-instructional days.

**Valleyland Closures:**

Valleyland will be closed New Years Day, Memorial Day, July 5<sup>th</sup>, Labor Day, Thanksgiving, the day after Thanksgiving, Christmas Eve and Christmas Day.

**Valleyland is also closed the week after school lets out for summer and the week before school starts in the fall.** You are not charged if Valleyland is closed.

**Calendars:**

Calendars must be submitted before the first of each month. If it is not possible to submit a monthly calendar you must make arrangements with the coordinator. **If a schedule is not submitted by the first of the month you will be charged a No Calendar Fee of \$10.00. You will also be charged the drop-in rate of \$4.00 per hour, per child.**



### Photos::

Occasionally Valleyland will post pictures on the school website or Facebook page. Your permission is required.

### Billing Process:

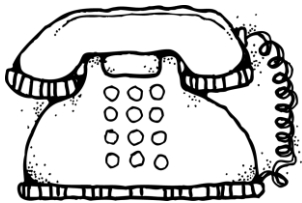
1. The billing cycle is every 2 weeks.
2. If payment is not received by the following billing date, a \$10.00 late fee will be assessed.
3. **If payment is not received within two weeks of the due date, Valleyland has the option of not allowing the child(ren) to attend until the payment is received. Failure to pay is reason for removal from the program.**
4. Families are billed from initial check-in to final pick-up.
5. During the school year, families will be charged a minimum of \$5 for each morning and \$5 for each afternoon, which they are scheduled to attend. The summer program has a daily minimum \$15 charge. The \$15 hr. minimum also applies to non-instructional days, during the school year. For every 2 week billing period there is an \$80 minimum charge.

6. If your child(ren) will not be attending on a scheduled day, you must give us 3 days notice to avoid being charged.
7. If your child is sick, please notify Valleyland as soon as possible. If Valleyland is not notified, you will be charged.
8. Late Pick Up Fee -- \$10 plus \$10 for every 15 minutes past 6:15.
9. **If payment is not received within 2 billing periods (4 weeks), the family will be required to pay in advance for child care services. Payment will be submitted with the monthly calendar.**

### Program Expectations:

1. When bringing your child to Valleyland, a parent or other adult must make contact with a staff member and sign each child in on the form provided.
2. When picking your child up, a parent must make contact with a staff member and sign out on the form provided.
3. If you will be late picking up your child, please contact Valleyland so we can relieve any concerns your child may have.

4. Children should not bring toys from home.
5. Families will submit monthly schedules before the first of the month. If your schedule changes regularly, you must work out arrangements with the coordinator.
6. Only individuals listed on the registration form will be allowed to pick up your child without a note from a parent.
7. Children may not bring cell phones, or other electronics.



**Parent Communication:**

Be sure to read all notes posted or distributed. Child care is a team effort that involves both the staff and the parents. Make an effort to connect with staff on a daily basis. Let us know what is working well for you as well as your concerns. In turn, staff will visit with you about your child's day. We will celebrate the highs and share our concerns when the day has not gone as well as hoped.

Please share information, such as that listed below, as it may have a great impact on your child's needs. Please be

assured that all information will be kept confidential.

- Death of a family member or close friend.
- The relocation of a friend or family member.
- Illness of a loved one.
- Changes in the family—divorce, separation, birth of a sibling, a grandparent moving in with the family, moving to a new neighborhood, a cancelled vacation.

**Sick Days:**

- Notify Valleyland, in the morning that your child will not be attending. There will be no charge for the day.

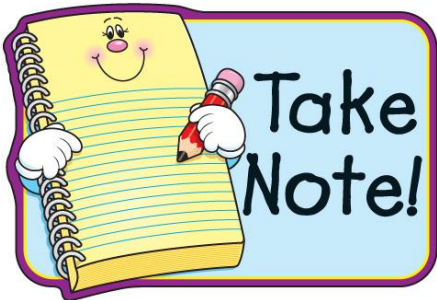
**CLASSROOM  
MANAGEMENT PLAN**

Valleyland will provide a safe environment for children. This will be accomplished by providing activities to keep children busy and entertained. Positive behaviors will be rewarded, and the discipline process will encourage learning and growth.

**Basic Rules:** In order for everyone to enjoy a positive experience while participating in the Valleyland program, children are expected to:

1. Show respect to other children, staff, and facility.
2. Play safely.
3. Take care of your own space (personal and physical).

4. Be responsible and accountable for own actions.
5. Respect the rights of others-keep hands & other body parts to self!
6. Use acceptable language at all times.
7. Listen and follow directions of staff.
8. Remain with a staff person at all times.
9. Assist in cleanup during Valleyland time and before leaving the site.
10. Have fun!



**Note:**

*\*School rules and policies are enforced. Physical and/or verbal abuse will not be tolerated from parents, children or staff. Such abuse may be grounds for immediate dismissal from the program.*

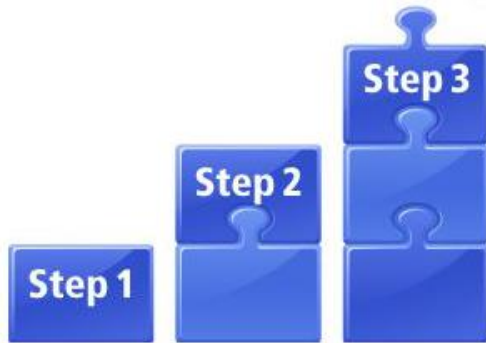
*\*If you have an issue that you need to discuss with a staff member, please be respectful and discuss the situation away from the children. We will grant you this same consideration.*

*\*Parents will NOT be allowed to confront children, other than their own, about a behavioral issue.*

**Discipline Process:**

1. Reminders of the rules will be given verbally.
2. If verbal reminders are not heeded, or if the infraction calls for immediate consequences, the following process will be followed:
  - A. Child and staff member will identify inappropriate behavior and why it is inappropriate.
  - B. Together they will determine two or three optional choices the child might make in a similar situation. Child will select one of the options to try next time.
  - C. Consequences will be determined (consequences may include time out, loss of privilege, etc.)
  - D. Parents will be notified if the child continues to disregard the rule(s) or if the infraction is more serious in nature—such as causing personal injury to another child, property damage, harassment, etc.)
3. If a child continues to disregard the rules, parents will be notified and asked to help develop a behavior plan.

If the management plan is unsuccessful, Valleyland may exercise the option to terminate the child care contract. At times it is important to accept that Valleyland does not fit every child's needs.



#### **Conflict Resolution:**

- If the situation involves the child's teacher or classroom, the parent should first discuss the situation with the classroom teacher.
- If this does not solve the problem, parents should contact Sue Tangen, the program coordinator.
- If the situation is still not resolved, parents should contact LuAnn Klevan, the Community Education Director.

#### **Termination:**

Parents and Valleyland have the right to terminate the child care agreement. Both parties are expected to give 2 weeks written notice. Reasons for termination may include:

- Failure to pay child care fees.

- Abusive language/behaviors (parent or child)
- Failure to adhere to program policies/guidelines.

**The use of prone restraints is prohibited**, except in very specific brief instances. These exceptions include:

- a person rolling into a prone position during a restraint if the person is restored to a non-prone position as quickly as possible;
- holding a person briefly in a prone restraint to apply mechanical restraints if the person is restored to a non prone position as quickly as possible;
- holding a person briefly in a prone restraint to allow staff to safely exit a seclusion room.

#### **Contraindicated restraint prohibition.**

Programs must not use any type of restraint that is contraindicated for a person's known medical or psychological conditions. Contraindicated means a restraint that increases the risk of harm to a person due to their condition. An assessment of any contraindications must occur prior to using restraints on a person and the program must document this determination.



# HEALTH & SAFETY POLICIES & PROCEDURES

## MEDICAL POLICY

### EXCLUSION POLICY

Children with a fever of 100 degrees or more, vomiting, or diarrhea may NOT attend Valleyland until symptoms are clear for 24 hrs—without the use of Tylenol, Motrin, etc.

Children with a communicable condition (ringworm, pink eye, head lice, etc.) may not attend Valleyland until they have been appropriately treated by a physician.

If your child becomes ill while at Valleyland, he/she will rest in an area away from other children, under supervision. Parents will be notified to arrange to have the child picked up.

Valleyland must post or give notice to the parent or 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

When staff receive notice that a child has a contagious reportable disease (such as scabies, impetigo, chicken pox, etc.) parents with children in the program will be notified that their child may have been exposed. **The notice will be placed in the family mailbox.** A follow-up email will also be sent.

If an infectious disease or condition is suspected, the child will rest or do a quiet activity away from other children, under staff supervision. Parents will be notified immediately to arrange to have the child picked up. 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.

### ADMINISTRATION OF MEDICATION

Children needing to take prescription or non-prescription medicine during the day must have a completed and signed medical form on file with Valleyland. All medications must come in their original container, with a legible label stating the child's first and last name, and given to a staff member so they can be kept in a locked cabinet-or refrigerator- according to the directions on the original container. The medication will only be given to the child whose name is on the label. No child will carry or keep their medications while at Valleyland. Medications will not be given after an expiration date. They will be returned to the child's parent or guardian or destroyed if unused.

A record will be kept to document the administration of the medication. The record will include the child's first and last name, name of the medication or prescription number, date, time, dosage, and the signature of the person who administered the medicine.

Written permission from the parent or legal guardian must be provided before the administration of sunscreen lotion, and insect repellent. These products will be administered according to the manufacturer's instructions unless parents submit written instructions by a licensed health professional to us a product differently.

All medicines and insect repellants will be stored according to directions on the original container.

Parents are responsible to inform us if their child has any medical condition, special needs, or allergies, so that appropriate care can be given.

### **IMMUNIZATION POLICY**

By the first day attending, children participating in Valleyland must have submitted an up-to-date immunization form or exemption to the elementary school. Immunization records will be kept in the nurse's office. Valleyland staff will have access to these records when needed.

### **PREVENTING & RESPONDING TO ALLERGIES**

On the registration form, parents must list any known allergies. Documentation of the allergies must be attached. Allergy information will be kept on file in each child's record. It 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 doctor's contact will be documented and kept with the child's records. These records will be accessible in each classroom and on field trips. Food allergy information will be readily available to staff in the area where food is prepared and served.

Staff will be informed 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, Valleyland will inform the staff of any change. Documentation that staff were informed will be kept on site.

### **TRANSPORTING CHILDREN**

During the summer, qualified staff may transport children to and from activities in a van that is adequately equipped with seat belts, and child safety restraints as required by law.

Valleyland must comply with all seat belt and child passenger restraint system requirements under sections 169.685 and 169.686

Drivers will hold a valid driver's license appropriate for the vehicle driven, and complete the certification training required by the school district.

Transportation for large groups will be provided by Bernard Bus Services - the company contracted by the school to provide transportation.

## **BUILDING AND PHYSICAL PREMISES; FREE OF HAZARDS**

All areas used by Valleyland will be clean and in good repair. Furniture and equipment will be structurally sound and appropriate for the age and size of the children on site.

All hazardous items including, but not limited to, sharp objects, medicines, cleaning supplies, poisonous plants, and chemicals will be kept out of the reach of children.

All staff will participate in training for Blood Borne Pathogens and Employees Right to Know to learn how to safely handle and dispose of bodily fluids and other potentially infectious bodily fluids. They will use gloves; and all bodily fluids will be disposed of in a securely sealed plastic bag.

All surfaces that come in contact with potentially infectious bodily fluids will be appropriately disinfected. When handling body fluids and other potentially infectious fluids.



## **EMERGENCY PREPAREDNESS**

An emergency preparedness plan, written using the Child Care Emergency Plan form developed by the commissioner is available on-site. Parents/guardians may review the plan upon request.

The Coordinator, Assistant Coordinator, and lead teachers will receive training on the emergency preparedness at Orientation plus once each calendar year.

Valleyland students will participate in one evacuation drill and one shelter-in-place drill each quarter.

## **REPORTING**

Valleyland staff is legally required or mandated to report suspected child abuse and neglect (within the preceding 3 years) within 24 hours. The staff person must make the report directly, and cannot shift the responsibility to anyone else at the site.

All staff receive training related to mandated reporting responsibilities as specified in the Reporting of Maltreatment of Minors Act. This training is documented in the individual's personnel records. Implementation will be monitored.

Any person, including parents, may voluntarily report abuse or neglect. Numbers to know:

- Department of Human Services, Division of Licensing Maltreatment Intake line (651)431-6600 - to report maltreatment of a child in a certified child care program.
- Department of Human Services, Division of Licensing - (651)431-6500 - to report possible certification violations.

- To report suspected maltreatment of a child occurring within a family or in the community.
  - Fillmore County Social Services - (507)765-2175 -
  - Olmsted County Social Services - (507)328-6400 / After Hours - (507)535-5625
- To report suspected abuse or neglect occurring in a licensed child foster care or family child care facility contact county child protection (see numbers above).

In the case of the death of a child in the program, or any injury to a child in the program that requires treatment by a physician a report to will be submitted to the commissioner within 24 hours. Reports will be made on the form provided by the department of human services.

**Parental Access:**

The parent or legal guardian of an enrolled child may access the child at any time while the child is in care.



**Summer Specifics**

- A \$50 activity & transportation fee is charged per child for the summer program. Maximum fee per family is \$100. This fee covers the cost of the t-shirt, special events, transportation & the many projects we do during the summer.
- Costs for field trips will be covered by participation fees, which will be collected when signing children up for a field trip. Field trips are non-refundable.
- Families must send cereal for our morning break.
- Every child needs sunscreen. Students entering grades 3-6 will apply their own sunscreen under staff supervision.
- **Valleyland will transport kids to and from morning swim lessons during specific weeks. No transportation for evening lessons.**
- Valleyland has your permission to take your child off the school grounds to take walks, visit local parks, the public library, or other areas of interest in Chatfield.

**Clothing:** Due to the variation of temperature in classrooms, we recommend that you send a sweatshirt or light jacket for your child. We also recommend that your child have extra clothing in case of spills or other accidents. Dress your child comfortably, ready to play. Children need tennis shoes. We also follow the school guidelines for dress code.



**Field Trips:** During the summer, Valleyland will offer field trips—on a space available basis—for enrolled children. Drop-in children are not eligible to participate in field trips. Information is provided to parents in advance, there will be an additional cost for field trips. **Valleyland must receive the fee and signed permission slip in advance.** Families will be charged the regular rate for child care. Field trips are non-refundable. Staff will be available at the school to provide child care for children not attending the field trip.



**Swimming:** Swimming at the public pool is a daily option for children. Families are encouraged to purchase a pool pass for the summer. If your child does not have a pass, he/she must bring admission for the pool in the correct amount each day. Children are to bring sunscreen. Children need to bring their swim suit and towel. Staff will be at the pool, and on-site for children who choose not to swim.

**Summer Recreation:** It is the parents' responsibility to notify Valleyland of each child's summer activities. Escorts will be provided to activities at the elementary. Bussing will be provided for summer rec activities held at the high school and swim lessons. Note: You are charged from initial check in to final check out.

**Summer Activities:**

Age appropriate games, activities, and crafts will be available on site.

Valleyland kids will have access to area playgrounds.

Valleyland will provide transportation to the pool each afternoon - weather permitting.

Valleyland kids will have access to computers. Children will be supervised and time limits will be followed.

Theme days/weeks will provide special games, crafts and activities.

Valleyland will occasionally show movies. All movies will be rated G or PG. If you are sending a movie from home for the children to watch please note the rating.

### Summer Site Rules:

1. Children must have tennis shoes on site.



2. Computer time is limited to 20 minutes, no more than twice a day.
3. No Gum.
4. No phones or other electronics.

### Remember to notify Valleyland staff about...

- Vacations—2 weeks in advance.
- New individual picking up your child at the end of the day.
- Changes in schedule.
- No longer needing the services of Valleyland—2 weeks notice.

### A NOTE ABOUT STAFFING:

Supervisors and classroom teachers are experienced in working in an educational setting. All staff are involved in on-going staff development training. Background checks, First Aid, CPR, and further trainings are required of all staff. The target student to staff ratio for PreK and K is 1:10 and 1:15 for grades 1-6. Ratio for field trips is typically 1:6.