



Main Office: 320-685-8631

Revised: August 2023

SPOT Office: 320-685-4959

Welcome

At *Spartan SPOT* we provide elementary children with a safe and social atmosphere valuing play and recreation; opportunities for growth through tutoring, exploration, and enrichment; and teamwork through goal setting and achievement.

This handbook outlines what you may expect from Spartan SPOT. We hope it will be helpful and we welcome your suggestions for future handbooks. Please be aware that ROCORI Community Ed. *Spartan SPOT* reserves the right to amend policies at any time. It is recommended that you reference this handbook and registration information for current administrative policies pertaining to your child's enrollment or check with the Childcare Coordinator for policies pertaining to the care of your child.

We work hard to ensure your family's experience with Spartan SPOT is enriching and delightful. Please take the time to go through this brief handbook, which includes policies and procedures. Let us know if you have any questions!

Welcome to Spartan SPOT!
Ashley Lindeman
Site Leader
Email – lindemana@rocori.k12.mn.us
Erin Botten
Childcare Coordinator
Email – bottene@rocori.k12.mn.us

Program Information

Days and Hours of Operation

Spartan SPOT is open Monday – Friday from 6:30 A.M. to 6:00 P.M.

School Year contracts run from September – May (Dates vary)

Summer contracts run from June – August (Dates vary)

Rates

School Year: Non-School Days \$26.25 Before School \$4.25 After School \$11.25

Location

Cold Spring Elementary
601 Red River Ave N
Cold Spring MN 56320

Registration

How to register:

Online: <http://rocori.ce.eleyo.com>

If you have already created an account for another Community Education program, you may use that account to register. If this is your first time, the program will walk you through the registration process.

Openings are filled on a first-come, first-served basis.

Contracts and Attendance

We run a pick-your-day schedule. We ask that schedules are updated by each Thursday for the following week. Invoices are sent every Friday for the upcoming week. You are only charged for the days you need care, as long as the schedule is updated before invoices are sent. We will not reimburse you for any absent days.

Non-School Days

Registration for each non-school day is separate from contracted days and available for registration at the time you register for the School Year. Each child must have an active contract and register in advance for each non-school day. Drop-in care is not available.

Staffing

We are committed to staffing our program with qualified and caring staff. All staff must pass a criminal and child protection background check and complete first aid and CPR training. We strive to maintain a 1:15 or less ratio.

Supervision

Staff must supervise each child at all times. Staff are responsible for the ongoing activity of each child, appropriate visual or auditory awareness, physical proximity, and knowledge of activity requirements and each child's needs. Staff must intervene when necessary to ensure a child's safety. In determining the appropriate level of supervision of a child, staff must consider: (1) the age of a child; (2) individual differences and abilities; (3) indoor and outdoor layout of the childcare program; and (4) environmental circumstances, hazards, and risks.

What to Bring

Please remember to *label* each item that your child brings to school (*Even Jackets and extra clothing!*)

Clothing and Personal Belongings

- Your child should be dressed for active and participatory play.
- Your child should wear sturdy, protective shoes, which allow them to run and climb.
- Children go outside most days, so please dress your child appropriately for the weather.
- In the winter, a warm jacket, hat, and mittens are needed every day. Snow pants and warm boots are important whenever there is snow on the ground. If you are unable to provide weather related items, please visit the ROCORI Community Closet in the District Education Facility, or reach out to Brittany Albers, Childcare Coordinator, at 320-685-8631.

POLICIES AND PROCEDURES

I. Eligibility Policy

A. Spartan SPOT through ROCORI Community Education is a school age childcare program for students entering or in grades K-5 in the ROCORI Community.

B. Spartan SPOT students entering kindergarten in the fall are eligible to attend the summer prior. (Students currently attending Kid Care but attending Kindergarten in the fall must move to the school age childcare program Spartan SPOT.)

Behavior

1. Special Needs – Spartan SPOT may be able to provide assistance for a child if he/she receives support in the classroom and/or has an IEP. If an IEP is in place, a copy must be provided. Parents must also set up a meeting time with the site leader to determine the level of care needed. The child's start date may be delayed until additional staff can be hired with the skills necessary to meet the child's needs.

Information regarding a child's needs will not be used to prohibit a child's enrollment, unless it is determined they will need significant assistance beyond program capabilities. Parents must provide a written schedule that indicates drop off/pick up times specific for your child at least two weeks in advance in order to staff appropriately.

2. Right of refusal – ROCORI Community Education reserves the right to reject registration or discontinue participation in the Spartan SPOT program due to matters such as:

- Ongoing discipline or behavior concerns, violations of school policies or state laws.
- Delinquent payments, submission of schedules or similar circumstances.
- Staff determines that the program cannot meet the needs of the child.

3. Expectations – Spartan SPOT follows the same behavior philosophy as the ROCORI Elementary Schools, "The Spartan Way." Participants are expected to be respectful, honest, kind, responsible, and fair.

4. Inappropriate Behavior – The following are considered inappropriate behavior: physical or verbal abuse, disrespectful language, bullying, not keeping hands to self, direct or non-direct threats, leaving

group without permission, disruptive and destructive behaviors, disrespecting or not listening to adult staff.

5. Consequences – The following actions will be taken if inappropriate behavior occurs (depending on severity of situation, steps may be skipped):

- Staff will use positive reinforcements or role modeling, interventions techniques, and redirection. Parents will be notified upon pickup.
- If behavior continues, parents may be asked to pick up their child early. A brief conversation between staff and the parents will occur to discuss the situation. The event will be documented.
- If the behavior continues, a behavior contract will be created and reviewed with the child and parents during a meeting.
- If the child does not conform to the behavior contract, suspension from the program will occur.
- If the child is unable to follow behavioral expectations after suspension, parents will be asked to make alternative childcare arrangements. We believe in children's growth and would allow the students to try again with our program in the upcoming season, if the growth has been shown.

**A participant may be suspended or terminated from the program at any time. Refunds will be given. Additionally, a child may lose the ability to attend field trips if inappropriate behavior has occurred.

D. Spartan SPOT does not discriminate on the basis of race, creed, or national origin in its enrollment policies.

E. Withdrawal

1. A ten (10) working day written notice is required to withdraw from the program. Families are responsible for paying for the 2 weeks even if the child(ren) is not attending.

II. Health and Safety

A. Illness

1. Spartan SPOT will follow the school district policy to the Health and Safety policy. <https://www.rocori.k12.mn.us/services/health-services>
2. Spartan SPOT staff will supervise and isolate a child from other children in the program when they become sick and will immediately notify the sick child's guardian via phone call and arrange for pick-up.
3. Spartan SPOT will give notice to the guardian of any exposed child/children the same day the program is notified of a child's contagious disease (contagious reportable disease specified in Minnesota Rules, part 4605.7040, or scabies, impetigo, ringworm, or chicken pox) via email, phone call, or note sent home.

**Isolating a sick child from other children in the program does not mean the child has to be in a separate space. It means the child should not be actively participating in activities with other children while waiting to be picked up.*

B. Immunizations

1. Children participating in ROCORI Spartan SPOT must have a current immunization record (or exemption form) submitted to the program prior to the child's first day of attendance.

C. Medication

1. Written permission must be obtained from the child's guardian before Spartan SPOT staff are able to administer *prescription* medicine, sunscreen lotion, or insect repellent.

2. Nonprescription medicine, sunscreen lotion, and insect repellent are administered according to the manufacturer's instructions unless provided written instructions by a licensed health professional to use a product differently.

3. Medication Administration

- a. Medication must be kept in the original container with a legible label stating the child's first and last name.

- b. Medication must only be given to the child whose name is on the label.

- c. Medication is not given after an expiration date on the label.

- d. Medication is returned to the child's guardian, or destroyed, if unused.

- e. The certified center must record the administration:

1. Child's first and last name

2. Name of the medication or prescription number

3. Date, time, and dosage

4. Name and signature of the staff administering the medication.

4. Medication Storage

- a. Spartan SPOT staff will store medicines, insect repellents, and sunscreen according to directions on the original container.

D. Allergies

1. Spartan SPOT will receive documentation of any known child allergies prior to the first day of attendance from the child's guardian.

2. Spartan SPOT will maintain current allergy records in each child's account including:

- a. Allergy description, triggers, avoidance techniques, & symptoms

- b. Procedures for responding to an allergic reaction, including medication, dosages, and doctor's contact information.

3. Spartan SPOT informs all staff of each child's current allergy information annually and as changes are made.
4. A child's allergy information is available at all times including on site, when on fieldtrips, or during transportation. Food allergy information must be readily available to staff in the area where food is prepared and served to the child.

E. Building and Physical Premises; Free of Hazards

1. Spartan SPOT and building staff ensure the cleanliness and maintenance of the equipment, furniture and space used by Spartan SPOT staff and participants.
2. Spartan SPOT furniture and equipment used is appropriate for the size and age of the children in the program.
3. Hazardous items including but not limited to sharp objects, medicines, cleaning supplies, poisonous plants, and chemicals are out of reach of children or in a locked location.
4. Spartan SPOT safely handles and disposes of bodily fluids and other potentially infectious fluids by: using gloves; disinfecting surfaces that come in contact with potentially infectious bodily fluids; and disposing of bodily fluid in a securely sealed plastic bag

F. Transporting Children

1. ROCORI Spartan SPOT staff do not routinely transfer children.
2. In the event that Spartan SPOT does transfer children:
 - a. Transportation companies will be contacted to use their services.
 - b. If Spartan SPOT staff drive, ROCORI School District verifies their valid driver's license and ensures all seatbelt and child passenger restraints are followed. All drivers must submit the ROCORI District driving form prior to driving.
 - c. Spartan SPOT will walk students to Community Ed classes that are within walking distance of Cold Spring Elementary grounds.

III. Emergency Preparedness

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

IV. Reporting

A. Mandatory Reporting: Spartan SPOT staff are legally required or mandated to report any signs of maltreatment or neglect. The responsibility of reporting cannot be shifted to a supervisor or another employee. If staff have reason to believe a child is being or has been neglected or physically or sexually abused within the preceding three years, they must immediately (within 24 hours) make a report to an outside agency.

1. Spartan SPOT must inform the commissioner within 24 hours of:

- a. The death of a child in the program
- b. Any injury to a child in the program that required treatment by a physician

2. Contacts:

- a. Maltreatment within Spartan SPOT, contact: Department of Human Services, Division of Licensing Maltreatment Intake line at (651) 431-6600.
- b. Maltreatment within the family, foster care, family care facility, or community, contact Stearns County Human Services at 320-656-6000 to make an oral report. Use the Stearns County Human Service document to submit a report in writing to 320-656-6220 (fax).
- c. Spartan SPOT Certification violations, contact: Department of Human Services, Division of Licensing at (651) 431-6500.

B. Staff Training

1. Spartan SPOT must provide training to all staff related to the mandated reporting responsibilities as specified in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556). ROCORI Community Education documents this training in individual personnel records and monitors implementation by staff.

V. Contact Information

- A. An enrolled child's legal guardian is allowed access to their child at any time while the child is in care.
- B. It is extremely important to ensure the contact information in your Eleyo account is current. This includes parent and/or guardian contact information and the contact information of emergency contacts and/or authorized pickup people. In case of emergency, the information provided in Eleyo is used.
- C. Authorized Pickups – Children will only be released to parent, guardian, or an authorized pickup in your online account. In an emergency, you may call us with the name of an authorized pickup. Authorized pickups must be at least 18 years of age. All authorized pickups must show an ID. Please note that an emergency contact should also be listed as an authorized pickup; however, you need to enter a contact as both in our system.

VI. Financial Policies

- A. A non-refundable registration fee is paid upon administrative approval of the contract.
- B. Families will be charged fees based on the rate options provided. Guardians (account owners) are responsible for all charges that are incurred.

C. Invoices for care will be sent on Friday of the week prior to services. Payment will be deducted on Mondays.

1. Saved payment method is required to have on file. We highly encourage putting in an automatic payment.

2. A late fee is assessed for late payment. Payment received 5 days after the due date will result in a late payment fee.

3. No account will be allowed to be more than one (1) month past due. If the account balance and the late fee are not received, the child will be withdrawn from the program. Spartan SPOT is able to add late fees until all fees have been paid in full.

4. Early Drop Off Fine

a. Spartan SPOT opens at 6:30 a.m. Children can only be dropped off at that time or after. There will be an early fee charged if dropped off before 6:30 a.m.
6:15 a.m. - 6:29 a.m. = \$1.00 per minute

5. Late Pick Up Fine

a. Spartan SPOT closes at 6:00 p.m. Children must be picked up by closing time or there will be a late charge:
6:00-6:15 p.m. (or portion thereof) = \$1.00 per minute

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

E. Financial Assistance

1. Spartan SPOT has a contract for daycare assistance through Stearns County Family Services.

6. Missing Students After School

When a child does not arrive at Spartan SPOT after school as expected staff will:

1. Check with school staff to verify the child's attendance at school.

2. Thoroughly search the school.

3. Call the parent/guardian.

4. Call local police if the child is not found.

It is important that staff know if your child is not coming when scheduled. If your child is absent and you have not informed the site staff, your account will be assessed with a \$20 Finder's Fee. Please also call Spartan Spot when your child is absent from school.

VII. Weather Policies

- A. If ROCORI Public Schools are **CLOSED** prior to 6:30a.m., Spartan SPOT will be CLOSED all day.
- B. If ROCORI Public Schools are two hours late, Spartan SPOT will open and communicate opening time.
- C. If school closes after 6:30a.m., Spartan SPOT will make a decision at that time when they close.
- D. If ROCORI Public Schools have an early dismissal, Spartan SPOT will also close early and communicate closing time.
- E. If ROCORI Public Schools cancels all after school activities, and the district remains in session all day, Spartan SPOT will remain open until 6:00p.m. However, we encourage parents to make arrangements to pick up as early as possible.

There will be refunds and/or credits for severe weather-related absences.

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

*Weather related announcements will be sent via text, email, and social media.

VIII. Family Involvement

Parents are invited to visit Spartan SPOT at any time.

How can you do more? See below!

- **The Community Education Advisory Council:** the perfect avenue to express your views on how we can improve our program! Parents, community members, and Community Education staff come together to share ideas and suggestions regarding the content and quality of Community Education programs.
- **Share Your Talents:** Does your family have a special cultural tradition? Do you possess a talent you'd like to share with us? We encourage you to share with us.