Full Day Preschool
&
School-Age-Care

PARENT HANDBOOK

FRIDLEY COMMUNITY EDUCATION

Lifelong Learning: Opportunities for All Ages

FRIDLEY PUBLIC SCHOOLS
Updated 05/01/2024

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TIGER CLUB CONTACT INFORMATION

Tiger Club School-Age-Care Mainline: 763-331-1123

- Answered and checked Monday-Friday during business hours. Can send and receive text messages; If calling, please leave a voicemail. **Call for anything TC SAC related and the appropriate person will reply.**

Fridley Preschool – Full Day Attendance Line: 763-502-5195

- Call this number to report any absence

School-Age-Care Program Manager
Madelyn Douglas
763-502-5137
douglas@isd14.org

Fridley Preschool - Full Day Program Manager
Camille Herder
763-502-5129
herder@isd14.org

Fridley Preschool – Full Day Classroom Teacher
Yidan Xu
763-502-5130
yxu@isd14.org

Tiger Club Accounts Secretary
Jordan Wright
763-502-5107
jwright@isd14.org

Tiger Club Coordinator
Sally Leone
763-502-5135
leone@isd14.org

WELCOME

School-Age-Care:

Welcome to the school-age-care component of Tiger Club serving students Kindergarten through Grade 6. Tiger Club: School-Age-Care offers before and after school childcare at the Fridley Community Center during the school year, and all day childcare on non-school-days and throughout summer. Tiger Club is an Ignite's School Age Care (I-SAC) Accredited program and a Minnesota Department of Human Services (DHS) Certified program. Our staff are trained in "out of school time" curriculum planning, choice-based programming, CPR, First Aid, and child development. Our program is an ideal place for students to explore a variety of interests and activities in fun and challenging ways, designed to build confidence and foster independence in a safe, nurturing environment.

Fridley Preschool - Full Day:

Welcome to Fridley's Full-day Preschool option. Our full-day preschool program is a partnership between the Fridley Public Schools IB Preschool and its Tiger Club Childcare department to serve families who are in need of a more full-day of programming. Here at Fridley Public Schools, we focus on developing the whole child, and that starts with our districts earliest learners. **Fridley Preschool- Full Day** is designed to provide your child with the necessary learning experiences to prepare for Kindergarten. Utilizing an approach that aligns with our district's International Baccalaureate (IB) Continuum, your child will be a step ahead with our focus on the Successful Learner Equation and the holistic IB educational experience. When you choose the Fridley Preschool – Full Day preschool option, you are choosing an International Baccalaureate Primary Years Programme, a Parent Aware four-star rating, DHS Certification, MnNAEYC Accreditation, caring and nurturing teachers, and a high quality & aligned curriculum.

This handbook will prepare you and your children for what to expect during our program. Please read it thoroughly and review it with your child(ren).

ENROLLMENT

Registering:

- Tiger Club complies with state and federal education data privacy laws. Information gathered from registration and medical forms is shared with the Tiger Club staff.
- All registration materials including the registration fee must be completed prior to start date. A completed registration does not guarantee enrollment in Tiger Club.
- Tiger Club: School-Age-Care serves children grades K-6. Eligibility begins the summer prior to students' Kindergarten year and eligibility ends upon completion of their grade six school year.
- Fridley Preschool - Full Day serves children who are age 3 or 4 by September 1 prior to the start of the school year.
    - Birth certificate and current immunization records required
    - Children must be able to toilet independently
- Enrollment information must be kept current. Parents may update personal information in their Eleyo profile and account details. Examples of information to maintain:
    - Parent/guardian address and phone number
    - Authorized pick-up list
    - Emergency contacts and their contact information
- When a contract is submitted to enroll a child with special needs and/or chronic health conditions, parents may be contacted for a pre-enrollment consultation to determine how Tiger Club can meet the child's needs. When necessary, the program will work with the

family and other resources to develop a plan for serving the child before determining a start date.
- The enrollment contract allows parents to identify special needs and/or chronic health conditions including allergies. Additional documents may be requested.
- If your child will be participating in any other school based or Community Education programming (i.e. Learning Academy, Early Bird Choir, Youth Enrichment classes) during their contracted time with Tiger Club, you must notify us at least two weeks (14 days) prior to the start. Your child will not be released from Tiger Club contracted care time without this prior notification.
- Outside of annual open houses and/or orientation days, parents are welcomed and encouraged to setup a time for an individual visit to the program which their child will be attending. Tiger Club welcomes parent/child visits to get to know the program and have an opportunity to ask questions prior to starting any time during the year. If this is something you are interested in call 763-502-5107.

Non-School Days (NSD's):
- Non-School Days are days when Fridley Public Schools is not in session but Tiger Club School-Age-Care is open for a full day of care. *NSD care is not offered to Preschool Contracts*
- NSD's are not included in regular contract schedules and must be registered for separately through your online account.
- Breakfast, Lunch, Snack and the cost of any Field trips or on-site presenters are included in the cost of the day.
- The month prior to scheduled NSD's, information will be emailed to families with activity details and deadline for registration requests.
- Tiger Club is not open for ALL days Fridley public Schools is closed, please see the district calendar for a list of open and closed days on NSDs.

Field Trips:
- Field trips may be scheduled as part of the non-school day or summer curriculum.
- By signing up for the Non-School-Day you are giving permission for your child to attend the field trip. Children in attendance are expected to participate in field trips.
- Parent/Guardians are provided field trip dates, destinations, and expected departure/return times. Parents are asked to allow for time on each end of trips for program to ensure a safe departure and return of all students.
- Field trip buses are provided by the transportation department of Fridley Public Schools. Children may also participate in local walking trips.

DAILY PROGRAMMING

School-Age-Care:

Tiger Club: School-Age-Care program is a choice based and play based, informal learning environment designed to support each child's individual social emotional growth. Our team creates a variety of activities in interest areas that include, art, literacy, math, science, dramatic play, and technology. Whether delivered in a classroom, gym, playground, or outdoors, our curriculum will give children opportunities to learn and grow while participating in a fun and challenging atmosphere. A staff to child ratio of 1:15 or less is maintained at all times to provide small group and individual attention. Breakfast and/or snack is served each day and children are bused to/from their respective school dependent on their schedules. Children who participate in Non-School Day

and Summer care can also look forward to additional exciting events such as field trips, on-site presenters, and/or open swim.

Fridley Preschool – Full Day:
During our Full-Day Preschool program, students will enjoy a cohesive day moving between their IB Academic hours and the childcare environment. The Preschool Teacher and Preschool Program Manager plan curriculum together to create a full day of learning and play. Activities include choice based stations, outdoor play, large muscle, rest time, and arts and crafts. A staff to child ratio of 1:10 or less is maintained at all times to provide small group and individual attention. Breakfast, lunch, and snack are served in the classroom each day. This program follows the district school year calendar for closed days.

Location:
- Both programs take place at the Fridley Community Center (6085 7th Street NE, Fridley MN 55432) during the school year and summer. K-6 students are shuttled to/from their attending school via the district transportation department. Full Day Preschool is solely Parent/Guardian transport, district transportation not provided.

What to Bring:
- Weather and play appropriate clothing and footwear for outside and inside play each day.
- An additional layer (sweatshirt/sweater) for indoors, as the building temperature may fluctuate throughout the year.
- Any medication that needs to be administered while at Tiger Club, including the proper permission forms required to do so. *Note: If your child has any allergy/asthma related medication administration needs, please contact us <u>PRIOR</u> to attendance to complete the required forms we must have on-site.*
- **Fridley Preschool – Full Day Students:**
  - A small pillow and blanket for rest time, and a non-noise making comfort toy if needed. *Note: Parents will take rest time items home every week for laundering.*
  - Two (2) complete sets of extra clothes to keep at school including socks and underwear.
  - A full sized backpack (not a toddler size)
  - A supply list is provided at the beginning of each school year to be brought on the first day of school.
- All items and belongings should be labeled with child's name. Items left behind will be placed in our "lost and found." Unclaimed items are periodically donated.

What NOT to Bring:
- NO personal technology (cell phone, iPad, Chromebooks, laptop, etc.)
- NO toys of any kind (including fidgets)
- NO card collections or games of any kind
- **School-Age-Care Students:**
  - NO soft items (i.e. stuffed animals/blankets) from home
- Any above items brought without prior approval will remain in backpacks and stored in locker for the duration of Tiger Club time.
- Tiger Club is not responsible for the loss or damage of personal property.

Meals:

- Where applicable breakfast, lunch, and snack are included in tuition. Monthly menus will be posted at the sign in/out desk.

- **Fridley Preschool – Full Day**:
  - No outside food or drinks allowed unless prior arrangements are made.
- **School-Age-Care**:
  - You may send supplemental food items from home. NO TREE NUT or PEANUT PRODUCTS are allowed.
- If your student has or develops a food-related allergy, please notify us so we can provide you a form to request any modifications that need to be made.
- School Year Breakfast Times
  - **School-Age-Care:** In order to allow time for busing, breakfast will be served until **8:15 am.** All students will also have the opportunity to eat breakfast when they arrive at school.
  - **Fridley Preschool – Full Day:** Breakfast will be served until **8:00am**
  - Please make sure your child is transitioned **INTO** their classroom by these times if they would like breakfast.
- Lunch and snack times will be communicated per program. For example, a summer schedule of meal times will be provided prior to summer start. Full-Day Preschool provides a schedule at orientation.
- In accordance with Tiger Club's goal of promoting healthy food and beverage choices, the program abides by Fridley Public Schools student wellness policy regarding celebratory treats. We ask that parents and families refrain from bringing celebratory treats such as cupcakes, cookies, cake, chips and juice for these occasions. Instead non-food items such as stickers, pencils, erasers would be a welcomed alternate.

PARENT CONNECTION & COMMUNICATION

Check-in/out:

- All children MUST BE signed in & out every day with our electronic iPad system and make contact with a staff person.
- **School-Age-Care** Program drop off/pick up is at **DOOR 10** on the back side of the building.
- **Fridley Preschool – Full Day** Program drop off/pick up is at **DOOR 2** on the back side of the building. Please park in designated spaces in the parking lot.
- It is the parent's responsibility to ensure that anyone signing their child in/out each day is added to the authorized pick-up list in ELEYO. **ALL authorized pick-ups (including parents) must have their State ID with them in case the person at the sign-in desk has not met them prior.**
- Parents who have an individual who is unauthorized (not allowed) to pick up their child will indicate that information upon registration. If the unauthorized person is the child's legal parent/guardian, a court order must be provided. A copy of the court order will be kept on file at the location. Tiger Club will release a child(ren) to either parent/guardian unless a court order has been received.
- If an obviously intoxicated person comes to pick up your child, we will intervene for the safety of the child.
- **Cell Phone Policy** – Please hang up before you pick up. We request that parents put away cell phones when dropping off and picking up their child(ren).

- Tiger Club relies on **in-person connections at the desk**, along with **phone, email, and notes/messages** to maintain positive and open communication with parents. Please anticipate and watch for communications coming from us in these ways.
- The check-in/out area is also a place for parents to received posted information such as food menus, advertisement of non-school-day programming, reminders of closed days, etc. Please take time at drop-off or pick-up to see/read any updates for parents.
- Parental involvement in Tiger Club is valuable to the continuing success of the program. Parents are often encouraged to share their time and talent. Beyond welcoming your daily visits at drop-off and pick-up, we also invite your suggestions and participation in events and activities, such as field trips and on-site events. Parents are also encouraged to support program accreditation through both school year and summer evaluations, as well as serving on the accreditation stakeholder team.

Attendance:

- Attendance for your child is anticipated each scheduled day. It is the responsibility of the parent to notify us of any absence along with the reason for the absence each time your child will not be attending scheduled care. Please remember, tuition is always due regardless of attendance.

  To report absences:

  - **Tiger Club School-Age-Care call or text the Mainline – 763-331-1123**
  - **Fridley Preschool – Full Day Attendance Line – 763-502-5195**

SAFETY, HEALTH & WELLNESS

Illness Policy:

- Ill children CANNOT attend Full Day Preschool or School-Age-Care.
- You will be contacted to pick up your child, if your child has any of the following symptoms: vomiting, diarrhea, a temperature above 100 degrees, or symptoms which lead us to believe your child has a communicable disease.
- Your child should stay at home for 24 hours after symptoms are gone.
- If your child is too ill to go to school, they may not attend Tiger Club.
- If your child becomes ill while in care, they will be separated from other children to rest under supervision while you're notified.
- You are responsible for picking up your child as soon as possible or for contacting an emergency person to pick up your child if you cannot do so. If we cannot contact you, we will call an emergency contact to pick up your child.
- Exposure to communicable diseases MUST BE REPORTED to staff immediately. Parents will be notified in the case of infections or communicable diseases at the site according to the policies set by the district health office and County Health Services Guide.

Allergy & Asthma

During registration, a parent/guardian must complete the allergy information section in the Eleyo registration as well as the *Allergy/Asthma Emergency Action Plan* which includes a description of the allergy, avoidance techniques, description of the reaction and how to respond to the allergic reaction. A parent/guardian must provide updated *Allergy/Asthma Emergency Action Plan* documentation each season regardless of previous attendance. *See administration of medication and enrolling children with special needs for more information that may apply.*

Administration of Medication:
If a child is required to take an oral or surface medication parent/ guardian is to give as many doses as possible at home. However, if the medication is required during Tiger Club hours a designated person shall administer the medication in compliance with the regulations that follow:

- We must receive written instructions on the *Prescription Medication Administration* form signed by a parent/guardian along with the prescription or the physician signature before we will be able to administer medication.
  - The medication must be in its original container, with a legible label from the pharmacy indicating child's name, date (covers period when medication is to be given), name of medication, dosage, instructions for use (is consistent with parent's request), doctor's/nurse practitioners name, and pharmacy name and telephone number.
  - Samples must be accompanied by a doctor's written prescription.
  - Medications are to be given only to the child indicated on the label (twins and siblings cannot share).
  - A separate authorization is requested for <u>each medication</u> and <u>each episode</u> of illness.
  - Dosage changes require a physician's order.
  - Keep medications up to date with the newest physician's order, outdated/expired medications will not be given.
- Over the counter medications require the completed *Non-Prescription Medication Administration* form (including any creams or insect repellants).
  - Sunscreen is considered a non-prescription medication, however, since Tiger Club applies it regularly as a Health/Safety protocol permission to apply is within our release agreements. Sunscreen is provided by Tiger Club, however, you may provide your preferred brand. As well, you may "opt out" of sunscreen application by completing our *Allergy/Asthma Emergency Action Plan* form.
- All medications are kept inaccessible to participants at all times.
- Up to date records are kept in a central location and all staff are trained on appropriate administration according to district and department of health guidelines.

Reporting Requirements:

- **Mandated Reporting:**
  Tiger Club Childcare acts in accordance with Minnesota Department of Human Services regulation which legally requires employees of certified childcare programs to be "mandated reporters" of suspected child maltreatment. Maltreatment includes egregious harm, neglect, physical abuse, sexual abuse, substantial child endangerment, threatened injury or mental injury. Any suspected maltreatment within the certified program will be reported to the DHS central intake line of the licensing division. Any suspected maltreatment of children occurring within a family, in the community, at a family child care program, or in a child foster care home will be reported to the local county social services agency or law enforcement.

- **Recording and Reporting Accidents / Injury:**
  In the event of medical emergency, staff will take the necessary steps in obtaining care for the child.
  These steps include:
  1. Administering first-aid deemed appropriate by staff
  2. Parent/Guardian will be informed of accident and first-aid applied. If appropriate, the parent/guardian may be asked to pick the child up from Tiger Club.

  Severe Medical Emergency (Requires immediate care of a physician or paramedic)

1. Staff will contact 911 immediately. Parent/guardian will be contacted directly after 911 call.
2. If parent/guardian cannot be reached, staff will attempt to contact a person listed on the emergency form.
3. In the event that a child need further medical attention, they will be transported to a medical facility. Tiger Club reserves the right, with assistance of paramedics, to determine if the child will be transported by emergency vehicle.

Because accidents can happen to any child, it is important that we have current phone numbers where a parent/guardian can be reached during the day, as well as the numbers for the persons you have listed as emergency contacts. The parent/guardian will be responsible for any expenses incurred due to a child's injury. Depending on severity of the accident/injury, an *Incident Report* form will be completed and a copy will be provided to the parent and the Fridley Public Schools district health team.

Tiger Club Childcare Contract & Release Agreements

- **TUITION POLICIES**

A. I understand that by submitting this registration I am agreeing that my child will attend according to the contract I have created, and that I am required to pay the contracted tuition total each week regardless of whether my child attends on his/her contracted days *(I.E. Fee credits will not be made when a child is absent for any reason: sick, vacation, etc.)*.

B. I understand that weekly tuition payments are due every Thursday of the week PRIOR to care. If I wish to pay bi-weekly or monthly, I MUST pay in advance.

C. I understand that if payment for the upcoming week is not received on or by the Thursday PRIOR to care that I will be charged a $10.00 late payment fee on my next invoice. If payment is still not received by Monday morning OR the first day of care for the week, my child will not be able to attend. NON-Payment will result in dismissal and loss of my child's spot in the program. Re-registration and any past due amounts would need to be reconciled in order for my child to return.

D. I understand that I have the convenience to pay online OR set up Autopay payments which will withdraw my tuition automatically every Thursday *(Please note that a 3.7% fee will be added to all electronic payment transactions)*. If I choose to pay by check or cash, I will submit it to the Tiger Cub Accounts Secretary or my child's Program Manager by noon on Thursday to allow time for processing. Payment envelopes are provided for cash or checks received on site and MUST be completed by the parent. I understand that if I pay with a check, I make it out to ISD #14, and write the child's full name on the memo line. If any checks are returned NSF (Non-sufficient funds), my account will be subject to a $20.00 service fee.

- **ATTENDANCE & SCHEDULING POLICIES**

A. **Attendance:** I understand it is my responsibility to communicate any absences, late arrivals or early pick-ups with the program my child is attending. I understand that if my child is school-aged (Grades K-6) that this means I need to inform both Tiger Club AND my child's school.

School-Age-Care Program Main Line: 763-331-1123
Fridley Preschool Attendance Line: 763-502-5195

B. **Schedule Changes:** I understand that I must request schedule changes online (such as reducing, changing, and/or adding days) to my contract two weeks (14 days) prior to their occurrence and that changes are approved based on program availability. Once approved, these changes are considered permanent. Requests for schedule changes made inside two weeks' notice CAN be considered but will be subject to a $10 late change fee if approved. If notification and approval is not given, I will continue to be billed according to my contracted tuition amount until such a request is provided regardless of whether my child attends. I will also be charged for any additional days my child attends that were not on his/her original contract at the "Drop-In" rate.

C. **Drop-In Care:** I understand that I may request additional "Drop-In" days to my existing schedule on an as needed basis, but that I must request them online at least three (3) days prior to their occurrence and that their approval is based on program availability and may not be able to be accommodated. *Note: Drop-In care needed within 3-days' notice should be requested DIRECTLY with your child's program manager.*

D. **Withdraw Notice:** I understand that I must give two weeks (14 days) notice to withdraw my child's enrollment with Tiger Club and that if notification is not given, I will be billed accordingly. Re-registration and any past due amounts would need to be reconciled in order for my child to return.

- **HOURS OF OPERATION & LATE PICK-UP POLICIES**

A. I understand the HOURS OF OPERATION for the Tiger Club program my child attends.
Full Day Preschool: 7:30a-4:30p
School-Age-Care: School Days 6:30a-6:00p / Non-school days 7:00a-5:30p

B. I understand that if I am unable to pick up my child on time, I must contact an authorized person to do so.

C. I understand that if my child is not picked-up by the time his/her program closes, there is a **LATE FEE** charge of $5.00 for the first 1-5 minutes, and an additional $1.00 per minute after that *(This is a PER CHILD fee).*

D. I understand that THREE or more late arrivals could jeopardize my child's participation in the program.

E. I understand that if I am more than 30 minutes past closing time and you HAVE NOT heard from me, that local emergency services will be contacted.

- **CLOSED & NON-SCHOOL DAY SCHEDULE POLICIES**

(Calendars are determined by the Fridley Public Schools district)

A. **Closed Days:** I understand that Tiger Club has a schedule of CLOSED days annually to accommodate for holidays, staff development and prep time, and that tuition is NOT DUE on these days.
Full Day Preschool: Please see the district calendar for a list of closed days. Full Day Preschool is a school year ONLY program and is closed on all days school is not in session.
School-Age-Care: Please see the district calendar for a list of dates when both school and programming are closed, calendar will state "No School; Tiger Club Closed."

B. **Non-School Days:** I understand that Tiger Club's School-Age-Care is OPEN for several Non-School-Days (NSD's) throughout the school year season. Normal daily school tuition is NOT DUE on these days and instead the NSD rate applies ONLY if my child is scheduled to attend. I also understand that I must sign up for these days two weeks (14 days) in advance. Once registered, all tuition and schedule change policies apply to Non-School-Days as well.
Full Day Preschool: There are no Non-School Days for the Full Day Preschool
School-Age-Care: Please see the district calendar for a list of dates when school is closed and programing is open, calendar will state "No School; Tiger Club Open."

- **SCHOOL CLOSURE POLICIES**

(Closures are determined by the Fridley Public Schools district)

A. Closing: I understand that in the event of the **Fridley Public Schools District closing** or if the **district switches to an E-learning day** for any reason, **Tiger Club will be CLOSED**. Tiger Club may also need to close due to unexpected reasons such as staffing shortages and health related closings. I understand that

if a closure happens on my child's scheduled day(s) that Tiger Club will retain 25% of tuition, and a fee credit will be made for the remainder to my account.

B. Early Dismissal/Cancellation of Afterschool Activities: I understand that if school closes early or if afterschool activities are cancelled, Tiger Club will remain open to receive children but will **CLOSE ONE HOUR EARLY.**

Early Dismissal Closure Times
Full Day Preschool: 3:30pm
School-Age-Care: 5:00pm

As a Parent I agree to:

a) Have a plan B: a friend or neighbor who can pick my child up in the event of an early dismissal.
b) Keep my pick-up and emergency contacts list up to date in my online account.
c) Have Tiger Club phone numbers readily available at all times in the event I need to communicate any information.
Full Day Preschool 763-502-5129
School-Age-Care 763-331-1123
d) Be aware that the late fee policy will still apply in the event I arrive after closing.

C. I understand that in the event of a closure or early dismissal the district and Tiger Club will make every effort to notify me via email, text message, and/or by phone, and I agree to monitor my communication outlets closely for such notifications.

- **RELEASES**

A. Information: I understand and give permission for Tiger Club to provide and receive information between other Fridley Public Schools programs and/or departments in order to provide quality care and coordination of needs for me and my child *(Programs/Departments such as: Health/Medical, Special Education, Social Work, Psychology, Teaching).*

B. Medical: In case of an emergency involving my child, I understand and authorize Tiger Club to call 911 to transport my child to the nearest hospital. I understand that in some medical situations the Tiger Club staff will need to contact the local emergency resources before the parent/guardian, the child's physician, and/or other adults acting on the family's behalf are notified. Any expenses incurred will be the responsibility of the family.

C. Field Trips: I understand and give permission for my child to leave the school premises with Tiger Club staff for neighborhood walks or on field trips in an authorized vehicle (School Bus).

D. Publications: I understand and give permission for my child to be included in photographs or video recordings for use within Tiger Club Childcare, Fridley Community Education, or Fridley Public Schools for publication or presentational purposes (ex: handbooks, brochures, website, photo albums, open houses, bulletin boards, school district papers, etc.). *Note: If a photo/video is being taken for uses outside of Fridley Public Schools, such as a local newspaper or TV outlet, parents will be notified and a separate permission slip will be needed.*

E. Sunscreen: I give permission for my child to have sunscreen lotion applied under the direction of Tiger Club staff.

F. Accident/Injury - I hereby understand and agree to release Fridley Public Schools, its representatives and/or employees from liability for any injury to my child while participating in the Tiger Club program, including travel to and from activities, excepting injury or damage resulting from the willful acts of such representatives and/or employees.

Tiger Club Childcare Code of Conduct

Fridley Public Schools is committed to creating a welcoming, safe and respectful environment that provides an equitable and inclusive space for each student, parent, staff and community member. Student, parent, staff and community member wellbeing, safety, care and respectful inclusion of ALL students, parents, staff and community members is our top priority.

- **ADULT CODE OF CONDUCT**
  By submitting this registration request I agree to the following expectations: I understand that if I do not adhere to the following expectations it may result in the termination of my participation in the program.
  A. Respectful/Professional interactions with each student, parent, staff and community member is the standard and expected way to relate to all people in the building.
  B. Assume good intentions and that each student, parent, staff and community member have the interest of the building, program and/or district in mind.
  C. Walk away from the situation and return at a different time OR connect privately with a building leader to voice my concerns if I don't feel like I can interact with each student, parent, staff and community member in a professional/respectful way.
     Childcare Coordinator: Sally Leone 763-502-5135
     Community Ed Director: Stephen Keeler 763-502-5106
  D. Respectful Language and communication is to be used at all times.
     There will be no:
     1. Yelling at or berating any student, parent, staff and/or community member
     2. Threats of physical harm
     3. Discussions about students, parents, staff and community members in front of other students, parents, staff and community members.

- **CHILD CODE OF CONDUCT:** *(Please review with child/ren PRIOR to attending)*
  By submitting this registration request I agree that my child will be held to the following expectations. I understand that if my child does not adhere to the following expectations, it may result in a formal "Notice of Inappropriate Behavior", which will require a parent conversation and possible consequences. I also understand that depending on the severity and frequency of the inappropriate behavior, it may result in my child's suspension from the program, or termination of participation altogether.
  A. Treating all other students and staff members respectfully
     There will be no:
     1. Disrespect toward any other students or staff
     2. Threats of physical harm, inappropriate or intimidating language and/or gestures towards other student and staff members
  B. Follow staff instruction at all times (always using listening ears)
     There will be no:
     1. Refusal to follow program rules or staff instruction
     2. Leaving the direct supervision of staff members without permission
  C. Find a trusted staff to help with conflict

D. When indoors use walking feet and inside voices
E. Keep our bodies (hands, feet, etc.) to ourselves

There will be no:

1. Fighting or Physical harm
2. Throwing of toys or other objects
3. Theft or destruction of personal or program property

F. Refrain from all other activity that jeopardizes the safety of others

There will be no:

1. Use or possession of weapons in any form (including toys and hand gestures)
2. Games (electronic or otherwise) that include any blood, weapons, or violence
3. Use of personal electronical devices without permission