IGH SCHOOL AGE CARE

SPARTAN KIDS' CARE

HANDBOOK FOR FAMILIES

Inspire.
Innovate.
Excel.

A Community Commitment.

INVER GROVE HEIGHTS SCHOOLS
ISD 199

Table of Contents

Locations

Hilltop Elementary

School Year Site
Non-School Day Site
Morning Care Site

3201 68th St.
Inver Grove Heights

Cell: (612) 817-3238
Landline: (651) 306-7463

Pine Bend Elementary

School Year Site

9875 Inver Grove Trail
Inver Grove Heights

Cell: (612) 817-3848
Landline: (651) 306-7744

Salem Hills Elementary

School Year Site
Summer Care Site

5899 Babcock Trail
Inver Grove Heights

Cell: (612) 817-3295
Landline: (651) 306-7357

Spartan Kids' Care Office

Early Learning Center

3203 68th St. E
Inver Grove Heights

Fax Information: (651) 306-7521

Erica Tollefson
Coordinator

(651) 306-7504
tollefsone@isd199.org

Beattriz Ramirez Hernandez
Administrative Assistant

(651) 306-7502
ramirezhernandezb@isd199.org

Erin Staples
School Age Care Specialist

(651) 306-7357
staplese@isd199.org

Tanner Tatarek
School Age Care Specialist

(651) 306-7516
tatarekta@isd199.org

Family Checklist

Review Program Materials:

- ◯ Read the Family Handbook thoroughly to understand contract terms and program policies.
- ◯ Be aware that failure to follow policies may result in the termination of childcare services.

Daily Procedures:

- ◯ Sign your child in and out each day.
- ◯ Regularly check posted messages and emails for updates and important information.

Maintain Accurate Records:

- ◯ Keep your child's records current, including phone numbers and emergency contact information.

Communication and Engagement:

- ◯ Request feedback from staff about your child's day or progress in the program.
- ◯ Communicate respectfully with staff and students. Failure to do so may result in the removal of your child from the program.

Attendance Notifications:

- ◯ Inform staff if your child will be absent, attending after-school activities, or leaving early for any reason.
- ◯ Notifying the school office is not sufficient. If a child is unexpectedly absent, staff will immediately attempt to contact parents/guardians and emergency contacts. If necessary, local authorities may be contacted. A Finder's Fee may be applied.

Contract and Payment Obligations:

- ◯ Submit any changes to your contract or withdrawal requests online by the required deadline (see the contract section for details).
- ◯ Pay all costs incurred for your contracted days, regardless of attendance, unless a contract change or withdrawal request is submitted by the deadline.

Inver Grove Heights School Age Care

Spartan Kids Care is a tuition-funded, nonprofit school-age child care program operated by the Inver Grove Heights Schools Community Education department.

We offer quality educational and recreational activities in a supervised environment. As an elementary school-based program, we provide multiple 'free-choice' activities in an active, engaging setting. Our caring staff creates a supportive environment that helps children develop self-respect while becoming self-directed and self-disciplined individuals. The program is dedicated to meeting the needs of children and families in our community.

This handbook outlines our program philosophies, practices, and expectations for children, staff, and families. Please use it as a reference guide. If you have any questions, our team is always here to help.

Program Hours

Before School: 6am – School Start

After School: School End – 6pm

Non-School Days: 6am – 6pm

Holiday Non-School Day – 6am – 4:30pm

Summer Hours: 6:30am – 6:00pm

Program Standards

Spartan Kids Care is a Certified Child Care Center with the Minnesota Department of Human Services (DHS). We meet or exceed all standards for care and safety in our environments. Our staff receive comprehensive training in child development, CPR, first aid, emergency preparedness, and health and safety protocols, ensuring your child experiences a high-quality, secure program. We regularly inspect our facilities and playgrounds to maintain safety and eliminate potential hazards.

Staff

Spartan Kids Care staff are essential to maintaining the program's high quality. Our team of qualified Site Coordinators, Site Leaders, and Child Care Assistants are dedicated to creating a nurturing and safe environment for every child. To ensure ongoing excellence, staff members receive continuous training, attend workshops, and have access to resources that support their professional growth. Background checks are completed on all employees supervising children. We encourage you to get to know our team members and communicate with them regularly.

Child/Staff Ratio

The ratio for children to staff in Spartan Kids Care for the program is approximately one staff for every 15 children. Since children are supervised in a group setting, they are not expected to routinely require one-on-one supervision.

Enrollment

Spartan Kids' Care serves children who are enrolled in Inver Grove Heights schools or IGH preschool students through fifth grade. Our summer program welcomes both incoming kindergarteners (must have attended full day IGH preschool) and students from other schools. All children must be able to use the bathroom independently.

Registration is available online at ***www.spartankidscare.org*** or through our main office at 651-306-7502. Before your child can start, you must submit:

- Completed registration materials
- Registration fee

Families can register for Spartan Kids Care each spring for both the summer and school-year programs. Priority is given to currently enrolled families through a pre-registration period. After that, any remaining spots are open to new families.

After pre-registration for currently enrolled families, enrollment is first-come, first-served, with priority given to full-time participants. We offer limited part-time and variable-schedule spots during the school year only. Once all spots are filled, we maintain a waiting list.

Registration is completed online. A non-refundable registration fee of $30 per child per season, with a maximum of $60 per family per season, will be charged once the contract is approved.

To ensure your child's safety, it is essential to keep your contact information up to date. If you change jobs, move, or update your phone number, please log in to your Spartan Kids Care account to make the necessary updates.

Non-school day registration must be completed by the posted deadline or the 24th of the month prior. After this deadline:

- All registered children are billed regardless of attendance or withdrawal
- Late registrations are placed on a waiting list
- If space becomes available for late registrations, a higher rate applies

Enrollment Requirements/Policies

Registration Process

- Online registration required for each school year and summer program
- All paperwork must be submitted one week before your child's first day
- A non-refundable registration fee applies for each child, per program season
- Families receiving county assistance must provide their agency authorization form with registration.

Program Start Dates

- After programs begin, we require at least one week to process new enrollments
- Start dates depend on space availability

Changes in Child Care Agreement

Schedule changes are available with the following conditions:

- Two weeks' advance notice required
- All changes are subject to space availability
- Changes are considered permanent
- Billing will adjust to reflect new schedule
- First schedule change per program is free
- A schedule change fee of $15/per contract will be applied to your account.
- No schedule changes permitted during September

Withdrawal Process

To withdraw your child from Spartan Kids Care:

- Provide written notice to the office staff (email or paper)
- Submit notice at least two weeks before your child's last day
- Tuition will be charged through the two-week notice period

Enrollment of Children with Special Needs

Spartan Kids Care welcomes students of all abilities and is committed to supporting their success in the program. Our goal is to promote independent and meaningful participation for every child.

Pre-Enrollment Process

When enrolling a child with special needs, we follow these steps:

- Contact parents for a pre-enrollment consultation
- Work with families and resource personnel to develop an appropriate care plan
- Determine staffing needs and support requirements
- Set a start date based on having appropriate staffing in place

Spartan Kids Care will:

- Encourage students to actively participate in age-appropriate activities.
- Adjust the staff-to-student ratio as needed to offer additional support and promote each child's success.

The School Age Care Specialists will:

- Review students' registration information, to identify any necessary supports for participation in Spartan Kids Care.
- Develop a Care Plan or Tip Sheet with specific accommodations to support each student's needs.

Program Environment

Spartan Kids Care provides an active, elementary school-based environment with multiple free-choice activities. While we strive to accommodate all children, this dynamic setting may not suit every child's needs. Parents should:

- Consider whether our program environment matches their child's needs
- Inform us of any special needs or accommodations their child requires
- Select child care that best supports their child's development

Child Care Accounts

Account Management

- Each family must create a child care account
- Account owners can:
  - » Manage payment methods
  - » Add or remove authorized users
  - » View payment history and invoices
  - » Access contracts and schedules

Account Sharing Options

- Two owners can share one account with separate logins
- Each owner maintains private payment information
- Multiple auto-pay methods can be set up
- Split family accounts and payments available (contact main office to arrange)

Program Fees

Tuition Fees

Tuition fees are published annually with registration materials and on our website at ***www.spartankidscare.org***.

We offer a discount for families with multiple children enrolled in the same program. Fees vary based on program usage, with higher rates for occasional drop-in care. Tuition is billed monthly, and payments are due by the 15th of the preceding month.

Registration Fee

A non-refundable registration fee is required for each child enrolling in a new school year or summer program. This fee is also reassessed if a child leaves and later re-enrolls.

Finder's Fee (School Year)

Parents must inform Spartan Kids Care of any planned or unplanned absences, including after-school activities or illness. If a child does not arrive as scheduled and staff need to locate them, a $15 fee per child will be charged.

Please note that Spartan Kids Care does not receive absence notifications from the school. Therefore, you must notify both the school and Spartan Kids Care of your child's absence.

To notify Spartan Kids Care, please text the site phone for your child's location:

- **Hilltop Site:** (612) 817-3238
- **Pine Bend Site:** (612) 817-3295
- **Salem Hills Site:** (612) 817-3848

Late Fee

A late fee is charged per child for every 15 minutes (or fraction thereof) past the scheduled pickup time (4:30pm or 6:00pm), regardless of circumstances. This fee is automatically charged through the child care attendance app and will appear on the next billing statement. Excessive late pickups may result in a request to find alternative child care.

Withdrawal Fee

See page 4 for details on withdrawing from the Spartan Kids Care program.

Change of Schedule Fee

See page 4 for information on changing a child's Spartan Kids Care schedule.

Bag Lunch Fee

School lunches are not available on field trip days, non-school days, and occasionally during summer. Check with summer staff for details on school-provided lunches. If no lunch is available, children must bring a bag lunch from home. If a child forgets their lunch and a family member cannot bring one, staff will prepare a meal using available food. This is for emergencies only, and the cost will be charged to your account.

Extra T-Shirt Fee

Children must wear their current Spartan Kids Care T-shirt on all field trips during summer programming. If a child arrives without one, they must borrow a program shirt, and the extra T-shirt fee of $15 will be charged to your account. The T-shirt must be returned.

Additional Key Fob Fee

A non-refundable $15 processing fee will be charged for each additional key fob requested beyond the two provided.

Lost/Unreturned Key Fob Fee

Families must return all key fobs on their child's last day of attendance. A $15 fee will be charged for each lost or unreturned fob, including those previously paid for.

For a complete list of current fees, visit ***www.spartankidscare.org***.

Payment Policies

Tuition Statements

- Tuition statements are sent by mail or email by the 25th of each month for the following month's services.
- Tuition is due by the 15th of each month. Full payment is required to avoid a late fee.
- Payments can be made online using a credit/debit card (VISA, Mastercard, or Discover) or a checking/savings account.
- Tuition is based on registration, not attendance.
- Enrollment may be canceled if the childcare account is not current by the end of the month.
- If you cannot make a payment by the due date, contact the Spartan Kids Care office to arrange payment. If no payment or contact is made by month's end, childcare services may be terminated.
- Past-due accounts cannot sign up for drop-in days, add contract days, or attend Non-School Days. School-year and summer program registrations are also prohibited until the account is current. These policies apply to county co-payments as well.

Payments

- Online payments are preferred and can be made at ***www.spartankidscare.org*** using a credit card, debit card, or checking account.
- You can enroll in Auto Pay to automatically pay your tuition by credit/debit card or checking/savings account. Full monthly tuition is processed on the 15th for any unpaid balance.
- One-time payments can be made online or by calling the main office at 651-306-7502.
- Cash payments must be made in person at the Spartan Kids Care Main Office.
- Checks or money orders can be mailed or delivered to the office.
- Credit card payments will appear on statements as a payment to Community Education.
- For billing questions, call 651-306-7502.

Returned Checks

A service charge is applied to checks returned due to insufficient funds or closed accounts. After two non-sufficient funds (NSF) checks, all future payments must be made by money order, cash, or cashier's check.

County and Federal Assistance Programs

Child Care Assistance Program (CCAP) funds may be available through your county of residence. Dakota County residents can call 651-554-5611 for more information. If you receive county child care assistance, you must complete all paperwork with the county and provide our office with copies and your case worker's contact information. Any fees not covered by the county are your responsibility.

Tuition Refunds & Credits

- No refunds or credits are given for emergency school closings or absences due to illness, vacations, behavior suspensions, or delinquent account suspensions.
- Families must pay for all days their children are registered.
- For extended illnesses, no charges are applied after five consecutive days of absence if the office is notified immediately, and a physician's note is provided.
- Refunds for non-school days are only given if registration is canceled before the deadline or if the spot is filled from the waiting list.

Flex-Spending

Flex-Spending verification requests are processed at the Spartan Kids Care office. Monthly statements serve as valid receipts. For signature verification, allow three business days for processing. Forms can be faxed to 651-306-7521 or emailed to *ramirezhernandezb@isd199.org*.

Tax Statements

Tax statements for tuition paid to Spartan Kids Care are available in your Community Education customer profile at ***www.spartankidscare.org*** after January 1. Tax statements are not mailed—you must log in and print them for your tax records. Contact the main office for assistance if needed.

Parent/Guardian Responsibilities

Follow all program rules and policies.

1. Follow all program rules and policies.
2. Inform staff if your child will be absent (e.g., illness, vacation). School staff do not notify Spartan Kids Care of absences.
3. Sign your child in (morning) and out (afternoon) daily using the iPad.
4. Pay fees on time.
5. Pick up your child on time.
6. Communicate any concerns with School Age Care Specialists, Facilitators, or the Program Coordinator.
7. Regularly read posted messages and emails.
8. Notify staff if your child has been exposed to a contagious illness.
9. Inform the Spartan Kids Care office of any contract changes or withdrawals and adhere to contract terms.
10. Keep your child's records up to date, including current phone numbers and emergency contacts.
11. Support and reinforce school district and Kids Care policies with your child.
12. **Respectful Conduct:** Maintain positive communication and appropriate behavior while on school property and interacting with Kids Care staff. Threats, inappropriate language, or verbal/physical aggression toward staff, students, or others may result in contract termination.

Visiting

Parents and legal guardians are welcome to visit during operating hours. For a tour or to meet with staff, please contact the site your child attends. Parents/guardians have access to their child at any time while in our care.

Student Drop-Off and Pick-Up – Fobs

All parents/guardians must use a fob to access the school building during Spartan Kids Care program hours. During school hours, all families must enter through the main school entrance.

- Each family receives two fobs at no charge.
- Additional fobs can be requested for a **$15 fee** per fob.

Sign-In & Sign-Out

For safety reasons, parents/guardians must accompany their children into the building each morning and sign them in at the Family Area. Staff assume responsibility for children once they are signed in. Parents/guardians must also enter the building and sign out their child at pick-up.

Authorized Pick-Up of Children

During registration, parents/guardians must list individuals authorized to pick up their child.

- Children will only be released to those listed as authorized.
- Authorized individuals must show identification when signing out a child.
- If a child is leaving for a birthday party, after-school activity, or with another child's family, a written note from the parent/guardian is required.
- In an emergency, parents must call the site to notify staff of an alternate pick-up person. Staff will request a photo ID from the individual.

Late Pick-Ups

The program closes at **6:00 PM**.

- If you anticipate being late, arrange for an authorized pick-up person and notify staff immediately.
- Plan ahead for possible weather-related delays.
- A **$15 late pick-up fee** is charged per child for every **15 minutes (or fraction thereof)** after 6:00 PM.
- If a child is not picked up and no contact is made by **7:00 PM**, Dakota County Child Protection/Social Services and local police will be contacted, and the child will be placed in their custody.

Custody Issues

If a court grants sole legal or physical custody or places specific restrictions on parental access, **Spartan Kids Care requires official court documentation**. Without legal documentation, the program assumes **joint legal and physical custody**.

- In certain cases, local authorities may be contacted for assistance.
- Spartan Kids Care prioritizes working with both parents for the well-being of the child.

Communication

Respectful Communication

We believe that modeling respectful behavior is crucial for our children's growth. We expect our staff to maintain respectful and professional communication at all times. Likewise, we expect families to communicate respectfully with all program staff.

- If issues arise between children, please address your concerns with the site lead, facilitator, or school age care specialists. **Do not** directly address another child. Staff are trained to handle conflicts and will work with all children involved.

Website

Visit ***www.SpartanKidsCare.org*** for program updates, information, current events, and calendars. This is your primary resource for staying informed about the program.

Family Area

Each site has a designated space for posting important information, known as the **Parent Area (Sign In/Out Station)**. Please check this area regularly for updates and new information.

Email Information

Spartan Kids Care uses email to communicate important updates and information to families.

- Email alerts are sent to all email addresses listed in your child's online profile.
- These emails may include program registration details, Non-School Day registration materials, site newsletters, emergency closing updates, and more.
- **Be sure to read all emails carefully.**
- If you are not receiving emails, please contact the Spartan Kids Care office to verify and update your contact information.

Text Messaging

Spartan Kids Care uses text messaging to communicate urgent information, including:

- **Emergency closings**
- **Unexpected late returns** from field trips

Text messages are sent to all phone numbers listed as "Cell" for the account owners. Please ensure your contact information is up to date to receive these notifications.

Suggestions, Questions, and Concerns

To effectively address your needs, we recommend the following steps:

1. Build Positive Relationships:
    - » Get to know your site staff early on. Positive relationships help create a great experience for your child.
    - » Our staff will reach out to introduce themselves and share relevant information about your child while maintaining focus on their work with the children.
2. Addressing Concerns:
    - » If you have a concern, **speak with your site lead first**.
    - » We recommend calling during non-contact hours or having a brief, focused conversation at pick-up or drop-off.
3. Escalating Concerns:
    - » If the concern persists or is not resolved after speaking with the Facilitators or School Age Care Specialists contact the **Spartan Kids Care Coordinator at 651-306-7504**.
    - » If further resolution is needed, contact the **Community Education Director at 651-306-7867**.
4. Providing Feedback:
    - » Your feedback is valuable. Kids Care gathers feedback through electronic surveys throughout the year.
    - » Please take the time to participate, as your input guides program decisions.
5. Sharing Thoughts and Perspectives:
    - » Speak directly to the staff working with your child or
    - » Schedule a conference with the Kids Care Site Specialist or Lead for a more in-depth discussion.

Illness and Medical Conditions

Ill Child

- Children who are too ill to attend school are not permitted to attend Spartan Kids Care.
- If a child becomes ill at Spartan Kids Care, such as having a temperature over 100°F, vomiting, or diarrhea, parents/guardians will be contacted and asked to pick up their child within one hour of being notified.
- While awaiting pickup, the child will be placed in a quiet area to rest.
- If parents or guardians cannot be reached, we will contact the individuals listed as authorized to pick up the child.
- Refunds will not be issued for days missed due to illness, unless the absence lasts longer than one week and is accompanied by a doctor's note.
- A child may return to Spartan Kids Care once their temperature has been normal for 24 hours without the use of Tylenol or other fever-reducing medications.
- If your child has attended Spartan Kids Care while contagious with a communicable disease, please notify the site so we can post appropriate notices for other families.

Insurance

- The school district does not provide accident or health insurance for children attending Spartan Kids Care.
- Parents/guardians are responsible for ensuring their child has appropriate insurance and health coverage.

Accidents & Incidents

- Parents/guardians will be notified of any accident or incident involving their child while at Spartan Kids Care.
- For minor injuries, staff will administer basic first aid and complete an accident/incident report. The report will be available for parents/guardians to review and sign upon pick-up.
- In the event of a serious injury, the family will be contacted to take the child for medical care. An accident/incident report will be completed for the parents/guardians to review and sign.
- In the case of a life-threatening emergency, 911 will be called immediately. Paramedics will assess whether the child requires further treatment or transport to the hospital. The family will be notified right away.
- Staff members are not permitted to transport children in their personal vehicles.

Medication Policy

- All district policies regarding the dispensing of medication must be strictly followed.
- Written consent from both the parent/guardian and the physician is required on the *Procedures for Dispensing Medicine* form.
- Medications must be in their original prescription bottle and accompanied by detailed instructions on when and how they should be administered.
- Authorization forms must be submitted to the Spartan Kids Care office or site prior to dispensing any medication.
- This policy applies to over-the-counter medications as well, which also require a completed *Procedures for Dispensing Medicine* form or *doctor's orders*.
- All district policies regarding the dispensing of medication must be followed each year.
- A new authorization form is required annually.
- *Procedures for Dispensing Medicine* forms are available at each Spartan Kids Care site, or your physician may provide a written authorization outlining the necessary procedures for administering your child's medication.

Allergies and Chronic Conditions

- Upon registration, or at any time your child develops an allergy or chronic medical condition, it is essential to inform the site lead, facilitator, or school age care specialist.
- A care plan (for allergies, asthma, seizures, etc.) must be provided to the school age care specialist. If your child requires medication, district medication policies must be followed.

Immunizations

- All students are required to have up-to-date immunization records on file with the school district.

Sunscreen & Insect Repellent

- During the summer months, parents/guardians may provide sunscreen and insect repellent for their child.
- Written permission is required for the application of sunscreen and/or insect repellent. Parents/guardians provide consent for the use of these products at the time of registration.
- While Spartan Kids Care staff may assist with application, they are not responsible for applying any lotions or repellents.

Lunch & Snacks

Lunch

- On non-school days, families are responsible for providing a bag lunch for their child.
- Please note that we may not have access to a refrigerator, so lunches should be packed accordingly.

Snack

- A snack is provided every afternoon at all Spartan Kids Care programs.
- For birthdays and holidays, treats may be sent, but they must be purchased from a commercial supplier.

Photographs

- Photographs, videos, and other documentation taken during Spartan Kids Care and/or Community Education activities may be used in newspapers, on District websites, or in other print and electronic publications.
- Parents/guardians provide consent for the use of such media at the time of registration.
- If you wish to change your consent at any time, please submit a written request to the Spartan Kids Care office.

Safety and Security

Security Plan for Spartan Kids Care Sites

- Staff utilize walkie-talkies, tracking systems, iPads for sign-in/out, and attendance lists to ensure multiple layers of security for the safety of all children.

Safety Drill Procedures

- Children and staff will participate in and record fire drills, lock-down drills, and severe weather drills during both the school year and summer months.

Reporting

- In compliance with Minnesota State Statute, all staff members working directly with children are required to report any evidence or suspicion of child abuse or neglect.
- Spartan Kids Care follows the school district's policy 414, which can be found on the district's website at ***www.isd199.org***.

Severe Weather and Emergency Closings

Weather Conditions

- If Inver Grove Heights Community Schools are closed or delayed due to weather, the Spartan Kids Care program will adjust its schedule accordingly.

Before-School Program

- **School Closed:** There will be no before-school Spartan Kids Care.
- **Late Start:** Before-school Spartan Kids Care will be delayed by the same amount of time as the school's late start.

After-School Program

- **School Closed:** There will be no after-school Spartan Kids Care.
- **Late Start:** After-school Spartan Kids Care will operate as usual and is not affected by the late start.

Mid-Day Cancellation/Early Dismissal

- In the event of mid-day cancellations or early dismissals, parents/guardians are responsible for picking up their child from school immediately.
- After-school Spartan Kids Care will be canceled.

Notification Process

- Every effort will be made to notify parents/guardians of mid-day schedule changes via email and text message. To receive text alerts, ensure that a designated mobile phone number is listed in your profile.
- Information regarding Spartan Kids Care closures or changes will also be communicated through district channels.
- Additionally, updates will be broadcasted on local radio and television stations.
- Please note that even when the school is closed, families will still be charged the daily tuition rate.

Transportation

- Parents/guardians are responsible for arranging transportation to and from the Spartan Kids Care program.
- For field trips, transportation will be provided by the district's contracted busing service.

Student Expectations

Apparel/Personal Property

- Children must be dressed appropriately for outdoor play, including boots, hats, gloves, snow pants, and socks. We strive to go outside daily, weather permitting, in accordance with district-wide recess policies.
- All personal items brought to the program should be clearly labeled with the child's name. Spartan Kids Care is not responsible for lost or damaged belongings.
- Children may only bring toys from home on designated "toy days."
- We maintain a supply of extra clothing at each site for use in the event of accidents or mishaps. If clothing items are provided and not laundered and returned within one week, families will be billed $5.

Special Bring Your Stuff From Home Days

- On specific days (Non-School Days and Summer Days), Spartan Kids Care allows children to bring items from home. These days will be communicated in advance, and participation is optional.
- On these days, the following guidelines apply:
  - » Items must be non-violent and age-appropriate.
  - » Each item should be labeled with the child's name in permanent marker.
  - » Spartan Kids Care is not responsible for any damage or loss of items. We do not have secure storage for personal belongings.
  - » While we encourage sharing, please remind your child that not all children may treat their items with the same care.
  - » If an item becomes disruptive or problematic, your child will be asked to leave it at home.
  - » CDs, iPods, and gaming systems are not to be shared with other children in the program. You, as the parent, can determine what music or games are suitable for your child.

Field Trip Procedures

- Spartan Kids Care offers children opportunities to attend off-site field trips to a variety of destinations. Transportation is provided by contracted school buses.
- A permission form must be signed by a parent or guardian prior to each field trip.
- Spartan Kids Care may also go on walking field trips. Permission for these walking trips is obtained at the time of registration.
- On days with all-site field trips, child care will not be available on-site, as all Spartan Kids Care staff attend the field trip with the children. Therefore, all children enrolled in Spartan Kids Care during a scheduled field trip must attend the trip.
- If you prefer to make other child care arrangements for that day, please note that refunds will not be given for field trip days.

Staff Responsibilities

- Staff will assess weather conditions prior to the field trip, making any necessary modifications or cancellations based on the conditions.
- Students should not bring money on field trips unless specifically instructed by the School Age Care program. If money is needed, parents will be notified with guidance on the appropriate amount to send with their child.
- Staff and children must wear their current Spartan Kids Care T-shirt on field trip days. If a child arrives without their T-shirt, families will be asked to return home for the T-shirt or will be charged an additional fee for a replacement T-shirt.

Program Expectations

What Families Can Expect from Spartan Kids Care

- A safe, supervised, and welcoming environment where children feel valued, have fun, and build friendships.
- Qualified, caring staff who respect children, serve as positive role models, and encourage the development of each child's self-esteem.
- A variety of developmentally appropriate projects, academically enriching activities, and a culturally diverse curriculum, along with indoor and outdoor activities and opportunities for self-directed play.
- Ongoing evaluation of the program to ensure it meets the needs of children, families, and staff.
- Regular communication with families through orientation, flyers, newsletters, updated information boards, and informal conversations.

What Spartan Kids Care Expects From Families

Spartan Kids Care values the partnership between families and staff to create a high-quality program. Your cooperation is greatly appreciated in the following areas:

- **Stay Informed:** Check the Family Area (Sign In/Out Station) daily for new information and reminders. Please meet all registration deadlines.
- **Open Communication:** Share any concerns about your child with the staff, who are there to support your child's well-being.
- **Collaborative Problem-Solving:** Listen to staff members' concerns about your child's behavior and work cooperatively to find agreeable solutions to any issues.
- **Feedback and Suggestions:** If you have questions, concerns, suggestions, or compliments, please speak with the staff or contact the Spartan Kids Care office. Your input is valued.
- **Appropriate Clothing:** Ensure your child is dressed appropriately for indoor and outdoor activities. During cold weather, hats, boots, mittens, and snow pants are required. Tennis shoes are needed for participation in gym activities.
- **Dress Code Compliance:** Do not allow your child to wear clothing that promotes tobacco or alcohol or displays inappropriate language. Hats are not allowed during the program.
- **Toy Weapon Policy:** Toy weapons are strictly prohibited in accordance with School District policy.
- **Clean-Up Responsibility:** Encourage your child to help clean up toys before leaving Spartan Kids Care.
- **Communication with Staff:** If you have concerns about other children in the program, please address them with the staff, not directly with the other children.
- **Timely Pickup:** Please pick up your child promptly. The program closes at 6:00 p.m.
- **Lunch Requirements:** Provide a bag lunch on non-school days and during the summer program.
- **Keep Information Updated:** Inform staff of any changes in address, phone numbers, or other important information.
- **Timely Tuition Payments:** Ensure that Spartan Kids Care tuition is paid promptly.

What Spartan Kids Care Expects From Program Participants

Participants in Spartan Kids Care are expected to:

- **Show Respect:** Respect the rights of others and yourself. Follow the principle: "Be safe, respectful, responsible."
- **Take Responsibility:** Be accountable for your actions and make positive choices.
- **Follow Program Expectations:** Understand and follow all program guidelines and rules.
- **Respect Property:** Treat the belongings of others and the program's property with care and respect.
- **Use Appropriate Language:** Speak kindly and use only acceptable language.
- **Maintain Appropriate Physical Boundaries:** Engage in positive interactions and use only appropriate physical contact.
- **Follow Staff Directions:** Listen to and follow the instructions given by Spartan Kids Care staff members.
- **Stay with Staff:** Always remain with a staff person and ask permission before leaving the area.
- **Contribute Ideas:** Share your ideas about activities, projects, and games you would like to see at Spartan Kids Care.
- **Adhere to District Policies:** Comply with all District policies, including the District Technology Policy.

Volunteer Opportunities

- Families are always welcome to volunteer with Spartan Kids Care, whether on field trips, to share skills, or to spend time with their child.
- Volunteers are responsible for their own entrance fees and may need to provide their own transportation for field trips.
- Volunteers must be at least 18 years old. Siblings or younger family members who are not enrolled in the program are not permitted to attend field trips.
- All volunteers must follow District policies for visitors and volunteers within school buildings.

Inclusion Policy

Spartan Kids Care is committed to creating a welcoming environment for all students. We provide equal opportunities in our programs, activities, and employment practices.

We are dedicated to offering meaningful experiences for all children, including those who may need additional support. Our approach includes:

- Understanding Individual Needs: We aim to understand each child's unique needs to provide the appropriate support for their success.
- Collaborative Support: We work closely with families to create the best possible experience for each child.
- Ongoing Evaluation: We continuously evaluate each child's needs to ensure our program can effectively support them.

Continued Enrollment and Safety Considerations:

While Spartan Kids Care makes every effort to provide appropriate support, alternative childcare arrangements may be recommended if:

- A child is not successful within our environment despite the level of support offered.
- A child's limitations pose an unreasonable safety risk or harm to themselves, others, or property.
- Significant modifications to the program would be required beyond reasonable accommodation.

Please Note: Our program operates in a group setting. As outlined in our child-to-staff ratio policy, one-on-one supervision is not typically provided on a routine basis.

Behavior Guidance

Spartan Kids Care utilizes positive reinforcement, adult role modeling, intervention techniques, and redirection to promote respectful and responsible behavior. Our approach fosters positive self-esteem, encourages problem-solving, and supports the development of self-control.

Guidance Process:

- **Initial Discussion:** Inappropriate behavior is promptly addressed through a respectful conversation with the child to encourage understanding and accountability.
- **Parental Notification and Behavior Plan:** If the behavior persists, parents/guardians are notified, and a Behavior Plan is created collaboratively with the child and staff to outline clear expectations and solutions.
- **In-Person Conference:** Continued behavioral challenges result in a conference involving the child, parents/guardians, and staff to further address the issue and strategize solutions.
- **Alternative Arrangements:** If the behavior remains unresolved despite all interventions, families may be asked to seek alternative child care options.

Behavior Plans

Behavior Plans are implemented when serious disciplinary issues arise, including violent outbursts, intentional harm to others, throwing objects, use of profane language, leaving the room/building/group without permission, threatening behavior, verbal or physical abuse, or consistent non-compliance with program or District rules.

Dismissal from the Program

A child may be dismissed from Spartan Kids Care under the following circumstances:

- The program is unable to meet the child's needs.
- A parent/guardian does not comply with program procedures or parent code of conduct.
- Tuition or fees are not paid.
- District policies are violated.
- In cases of severe misconduct, immediate suspension or expulsion may be necessary, in alignment with program and District policies.

Spartan Kids' Care Parent/Guardian Code of Conduct

Spartan Kids' Care is committed to maintaining a supportive and safe environment for all children, families, and staff. To uphold this commitment, we expect all parents and guardians to follow this Code of Conduct:

1. Respectful Communication:
    - » I will communicate with Spartan Kids' Care site staff and central office staff in a respectful and calm manner at all times.
2. Mandatory Reporting:
    - » I understand that Spartan Kids' Care staff are mandated reporters under Minnesota State Law and are required to report any suspected cases of child abuse or neglect.
3. Appropriate Discipline:
    - » I will not use harsh or threatening verbal or physical discipline with my child while on Spartan Kids' Care premises.
    - » I will not attempt to discipline any children other than my own. I understand that Spartan Kids' Care staff are responsible for addressing behavioral issues.
4. Handling Concerns:
    - » I will address concerns or issues through the proper channels and in a respectful manner.
    - » I will discuss sensitive matters with staff privately, away from children. I understand that if staff are supervising children, I may need to schedule a meeting at a later time.
5. Safety and Impairment:
    - » If Spartan Kids' Care staff observe that I am impaired due to drugs or alcohol, they will request that another authorized adult pick up my child.
    - » If I choose to drive with my child despite this request, staff are required to contact the police to ensure the safety of all involved.
6. Harassment and Threats:
    - » I understand that staff are instructed to disengage from interactions if they feel threatened or experience verbal or physical harassment.
    - » Verbal harassment includes disrespectful language, swearing, yelling, or any form of threatening communication.
7. Inappropriate Behavior:
    - » I will not engage in inappropriate behavior, including sexual advances, lewd comments, or inappropriate physical contact with staff.
8. Privacy and Confidentiality:
    - » I understand that Spartan Kids' Care staff cannot disclose information about other children or their families due to data privacy policies.

Consequences for Violations:

Violations of this Code of Conduct may result in the requirement for another authorized adult to pick up and/or drop off my child. Repeated or serious violations may lead to the immediate termination of my child's enrollment in the Spartan Kids' Care program.

Acknowledgment and Responsibility:

I agree to share this Code of Conduct with all individuals authorized to pick up and/or drop off my child at Spartan Kids' Care.