RICHFIELD
COMMUNITY EDUCATION

Family Handbook for Richfield Kid Zone

General Information

Kid Zone is designed to inspire children and provide meaningful social interactions in a safe, caring environment. We value and respect individual differences, offering a balanced mix of age-appropriate activities that allow children to make their own choices most of the time.

Our program maintains clear and consistently enforced safety rules while encouraging kids to resolve conflicts verbally and respectfully. Children have access to spaces for privacy and quiet time, as well as opportunities for active play, creative projects, construction, and art.

Mission Statement

At Kid Zone, our mission is to empower children and support families by providing safe, high-quality care. We are dedicated to keeping children safe, inspiring them to learn, and serving as a reliable partner for working families.

Typical Activities

Activities include sports, board games, art/crafts, free choice, gym/outdoor games, dramatic play, sensory play, quiet time, imaginative play, manipulatives, reading, health and safety, creative construction, scientific exploration, learning life skills, and service learning. An afternoon snack is also provided.

Program Standards

Staffing is based on the age and number of children: At least 1 staff member for every 15 students in grades K-6. Typical group sizes are 30 or fewer. All site staff receive orientation and training.

By registering for the program, you are acknowledging your awareness of and agreement with the terms and conditions outlined in this handbook.

Helpful Information

Student Conduct: Safe, Kind and Responsible

To demonstrate commitment to district-wide values, children must practice the following rules:

- Respect themselves, other children, and staff.
- Let staff know their needs.
- Accept others' individual differences.
- Respect others' equipment and property.
- Notify staff before going to another area.
- Accept the consequences of their behavior.

Parent Checklist

- Read the Family Handbook and understand the contract terms and program guidelines Failure to follow policies may result in the termination of child care services.
- Sign your children out every day.
- Let your child's classroom teacher know which days your child will attend Kid Zone and what they will do on days they are not attending (e.g., go home by bus or carpool).
- Notify site staff if your child will be absent, attending other after-school programs, or being picked up before the end of the school day. Notifying the school office is not sufficient.
- Provide program staff with information on any modified or therapeutic diet your child may require. Since snacks are offered every afternoon, you may need to provide a snack if your child has a rigid diet.
- Dress your child appropriately for both indoor and outdoor activities.
- Label personal belongings. Kid Zone is not responsible for their loss or damage.
- Do not bring toys from home to Kid Zone.
- Model respectful behavior when interacting with staff and students.
- Make sure your Eleyo account has correct contact information for you, and list anyone that may pick up your child from the program as an authorized pick up.

Important Contact Information

- **Eleanor Carr, Kid Zone Site Leader, 612-798-6892, eleanor.carr@rpsmn.org**
- **Abby DuBe', Youth Program Coordinator, 612-243-3003, abby.dube@rpsmn.org**
- **Billing Questions: Carleen Burstein, Community Education Administrative Assistant, 612-243-3002, communityeducation@rpsmn.org**

Program Location

- **Centennial Elementary School:** 7315 Bloomington Ave S, Richfield, MN 55423 (612-798-6800)

Community Education Office Location:

- **Central Education Center:** 7145 Harriet Ave S, Richfield, MN 55423 (612-243-3000)

Registration, and Eligibility

Registration

All children must be registered to participate, and enrollment is limited.

- **Requirements:**
    - Complete the online registration
    - Have a functional email address for your account profile.
    - Have an account that is paid in full and in good standing (for current and past families).
    - Must be enrolled in Richfield Public Schools in grades K-5 (priority registration to Centennial students)

School Year Contracts and Changes

Consistent Schedule: Families can sign up for 3-5 days Monday-Friday with the same schedule each week. Schedule change requests can be made online but require a $20 fee per child and are subject to availability. All changes require a two-week processing period.

Drop-in Care: If you are signed up for less than 5 days per week, drop-in care can be requested on your non scheduled days. Drop-in care is approved on a space available basis. Requests for a day must be made with at least 24 hours notice. The online system allows requests with three days' advance notice; for more immediate assistance, you must contact your child's Site Lead in writing or verbally. Enrollment is based on available space. Cancellation requires 24 hours' notice, or you will still be charged.

Changes to Your Contract: Changes to your contract type require an email to communityeducation@rpsmn.org. Changes result in a $20 processing fee per child/contract and require a two-week processing period before they take effect. You will be charged for all days currently registered for within this period. Changes to add days are only approved if there is space in the program.

Withdrawal from the Program: To withdraw, email the Business Office at least two weeks before the effective date communityeducation@rpsmn.org. There is no fee, but if you withdraw and wish to re-enroll, your spot is not guaranteed back.

Payments and Credits

Monthly Billing: Tuition is billed in advance, and an invoice notification is sent monthly. Full payment is due by the 15th of each month to avoid a late payment fee. If your account is not paid in full by the end of the month, your contract could be suspended.

Payments for Care

- **Auto Pay:** You can select Auto Pay at registration to have funds automatically withdrawn from your credit card or checking/savings account on the invoice due date, avoiding late fees.
- **Credit Card Payments (Non-Auto Pay):** You can pay online by clicking "View Your Invoice" from the email notification.
- **Checking or Savings (Non-Auto Pay):** You can pay online from your email invoice in the same way as credit card payments.
- **Cash or Check Payment (Non-Auto Pay):** Payments must be mailed or dropped off at the Central Education Center building: ISD #280, Central Education Center 7145 Harriet Ave S., Richfield, MN 55423

Financial Assistance

Kid Zone has a sliding scale fee based on if your family qualifies for educational benefits. However, there is no other scholarship for fee assistance. You are ultimately responsible for all incurred expenses.

You can apply for educational benefits here.

Late Payments

Payments received after the 15th of the month are considered late, and a $20 late fee will be assessed on outstanding balances over $100. Kid Zone reserves the right to discontinue or limit service for failure to meet payment obligations.

Tax Information

All information related to payments to the Kid Zone can be found online within our building system after the first of the year. Please refer to your account profile to pull information related to payments made to the program.

Program Fees/Credits

- **Registration Fee:** A $25 non-refundable fee is charged to cover the cost of processing registrations.
- **Late Payment Fee:** A $15 fee is assessed on outstanding balances received after the 15th.
- **Schedule Change Fee:** A $20 processing fee per child/contract applies to daily schedule changes within the Consistent Schedule option.

- **Contract Change Fee:** A $20 processing fee per child/contract applies to changes in contract type.
- **Late Pickup Fee:** A late pick up fee of $10 may be assessed if you pick your child late.

Child care fees are due whether or not a child is in attendance. Credits will not be given for absences, late arrivals, or early pickups.

Communication

Suggestions, Questions, and Concerns

To address your needs effectively, follow these steps:

1. First, speak with your Site Leader, preferably during non-student contact time.
2. If concerns persist, contact the Youth Program Coordinator
3. You are welcome to request a conference.
4. Staff and families can provide input through electronic surveys.

Release of Information

The release of information is governed by the Minnesota Data Privacy Act. All data about staff and students is considered private and will not be released without written permission.

Emergency Contacts

It is crucial to provide current information on your child's registration for safety reasons. Inform the program of any changes throughout the year.

Child Abuse and Neglect

Under Minnesota State Law, all professional staff working with children are required to report all suspected abuse or neglect to authorities.

Animals in the Program

Animals are not allowed in the program unless there is a pre-set plan for a visit and families and staff are notified. Please do not bring your pets inside at pick up.

Absence and Pick-up

Drop-Off and Pick-Up Procedures

- **Sign-In/Out:** A parent or an authorized pick up must sign your child out daily using the iPad system. This policy is for your child's protection, and failure to consistently sign out may lead to termination from the program.
- **Pick-Up:** Staff will ask for identification from any unfamiliar person attempting to pick up a child. Staff will not release your child to anyone not listed on the registration form. If an

unauthorized person attempts to pick up your child, you will be contacted. If you cannot be reached, your child will be held until you or an emergency contact person arrives.

Transportation

Parents are responsible for their child's transportation to and from the site. District 280 policy prohibits employees from transporting children.

Unauthorized Pick-Up

On your registration, you can list people who are unauthorized to pick up your child. This is for individuals who have previously had legal custodial rights but no longer do. You must provide original court documents that restrict this individual from picking up your child.

Late Pick-Up

The program closes at 6:00 p.m. and our staff are not scheduled after that time. If you cannot arrive by 6:00 p.m., please arrange for your emergency contact to pick up your child and notify staff immediately.

Late pick-ups could result in fees and/or termination from the program.

Illness & Medications

Communicate Absences

If your child will not be attending, you must inform the Site Leader before the absence via in-person communication, phone, or a note at the parent center. Do not rely on the school office or your child's teacher to tell the program.

Illness

Generally, your child should stay home with the following symptoms:

- Fever 100 degrees or higher
- Diarrhea (frequent, loose, watery stools not related to a known chronic health condition)
- Vomiting (that is not related to a known chronic health condition)
- Rash (unexplained or that is not related to a known chronic health condition). Keep in mind that there are several possible causes for a rash. Common conditions that cause a rash are
    - Allergic reactions (Examples include medications, food, detergents and other cleaning products, insect bites and stings, and others.)
    - Illnesses (Examples include bacterial illness such as strep throat, viral illnesses, fungal infections such as ringworm, and others.)

If your child is too ill to go to school, they may not attend Kid Zone. If your child becomes ill at the program, they will be separated from activities to rest under supervision while you are notified. You are responsible for picking up your child within one hour of being contacted or for having an emergency contact person do so. If you cannot be reached, an emergency contact will be called to pick up your child within one hour. Your child should stay home for 24 hours after symptoms are gone.

Please report all potentially communicable health conditions to the school office within 24 hours. The district follows the Hennepin County Infectious Diseases in Childcare Settings and Schools when determining if a child and parent can attend class. If your child is not at school due to illness or injury, please report all diseases or health conditions to your child's school attendance line or email.

Emergency Care

In an emergency, staff will administer first aid, contact parents/guardians, or an emergency contact. Staff may call 911 without approval. If you cannot be reached in an extreme emergency, staff, with the assistance of paramedics, may determine if your child should be transported by emergency vehicle to the nearest hospital. Parents are responsible for any expenses incurred due to injuries. Staff members are not authorized to transport students in their personal vehicles.

Chronic Health Conditions

Upon registration families must inform the program if their child has a health condition, special needs, allergies or a medical condition that requires medication or impacts their well-being or involvement in activities. Staff work with families and the school nurse to meet the needs of children with allergies or chronic health conditions.

Medication Policy

The following is needed to give medicine at school.

- A Medication Consent Form from a licensed prescriber. This form is available under "Health Services" at www.richfieldschools.org
- Signed permission from the parent/guardian
- Labeled medication in its original container

Behavior Management

The program aims to promote a positive approach to all children and the management of behavior issues. The program is designed to offer an environment that:

- Provides a positive, safe, and pleasant atmosphere.
- Meets the developmental level of the age group.

- Provides space for socialization and independence.
- Maximizes the capacity of staff supervision.

If a child's behavior has a negative impact on the child or others, staff will use one or more of the following strategies:

- **Prevention:** Make reasonable adjustments to the program to accommodate the unique needs of each child. Adjustments may be made in the environment, grouping of children, activities, and staffing.
- **Positive Redirection:** Help the child identify acceptable alternatives to unacceptable behavior and understand the impact of their behavior on themselves and others.
- **Modeling:** Staff and peers provide positive modeling of appropriate behavior.
- **Setting Limits:** Simple behavioral expectations are established. Staff will tell children what is expected, make sure they understand, apply expectations consistently, and use natural and logical consequences.

Behavior considered harmful/inappropriate:

- Behavior that threatens a person's right to be safe, such as aggression, verbal threats, disrespectful language, harassment, inappropriate touching or gestures, or bullying.
- Behavior that keeps staff from being available for all children, such as leaving the group without approval, demonstrating a lack of self-control with anger, or blatant disrespect.
- Behavior that intentionally causes property destruction.
- Behavior that demonstrates a child's lack of readiness, such as not being toilet trained

In case of harmful/inappropriate behavior, staff will:

- Inform the parent/guardian of extreme or continuous inappropriate behavior.
- Temporarily remove the child from the program.
- Hold a formal conference with the guardian/staff to create a behavior plan.
- If the behavior persists or the parent/guardian is unwilling to work with staff, the child may be indefinitely removed from the program.

Children with Special Needs

Staff will make reasonable changes to accommodate the physical and behavioral needs of children. As a group child care, Kid Zone is not designed to provide long-term 1:1 assistance. It is the parents' responsibility to identify their child's needs on the appropriate forms. An individual conference may be necessary before enrollment is processed. Failure to identify your child's special needs may result in temporary removal from the program. Children whose limitations create an unreasonable safety risk may not be accommodated.

Inclement Weather/Site Closings

- **Early Release Days:** If school closes early due to weather, Kid Zone will also close early. We will remain open one hour after school closure to give parents time to pick up.

Please make every attempt to pick up as close to the school dismissal time as possible as staffing may be limited on early release days.

- **Closed:** Kid Zone will be closed for the day. Do not bring your child to school.

Tuition will not be credited for weather related early releases or closed days. Have an alternative child care plan in place for emergency situations.

Please don’t forget to let the program lead know if your child will be gone for Kid Zone.

Important Contact Information

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