

# DELANO



## Community Education

Family Handbook  
for



2026 Summer

2026-27 School Year

# WELCOME

Welcome to Delano Public Schools Preschool and/or Tiger Kids Club. Thank you for choosing our program for the care your child needs.

This handbook includes information regarding both programs, as there is much overlap between the two.

## Delano Community Education Office

140 Elm Ave E | Delano, MN | 55328

**School Year Hours** | 8:30 am - 4 pm | Monday - Friday

**Summer Hours** | 8:30 am - 4 pm | Monday - Thursday  
8:30 am - 12 pm | Friday

Becca Seiberlich | DPS Preschool & Childcare Coordinator

*Email Becca* | 763.972.6210, ext 1102

Rachel Wallace | TKC & Youth Enrichment Coordinator

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Kimberly Phillips | DPSP & TKC Billing

*Email Kim* | 763.972.6210, ext 1111

## MISSION

Our TKC mission is to inspire a generation of world-aware and purpose driven learners. Through collaborative play and intentional kindness, we provide a year round space for children to find their voice, grow their independence, and spark their potential. Build on the foundation of the Tiger Way: Be Safe, Be Kind, Be Responsible.

The mission of DPS Preschool is to cultivate an inclusive, community focused environment where discovery driven learning honors the whole child. We ensure every student is rooted in confidence and empowered for kindergarten and beyond.

## OUR PHILOSOPHY OF CARE

We believe that children are natural researchers and the primary architects of their own learning. Our philosophy is rooted in the conviction that inquiry-led discovery is the most powerful tool for development. We do not see play as a break from learning, but as the most sophisticated form of it. By protecting the right to play and encouraging children to follow their own curiosity, we foster a growth mindset that



## QUICK LINKS *Click on Me!*

- \* [Registration & Account Management \(Eleyo\)](#)
- \* [Report an Absence Form](#)
- \* [Vacation Day Request Form](#)
- \* [Medication Permission Form](#)
- \* [DPSP School Year 26-27 Calendar](#)
- \* [TKC Summer & School Year 26-27 Calendar](#)

## TKC Core Values & Goals

- \* Always growing
- \* Collective thinking
- \* Play with purpose
- \* Cultural fluency
- \* Lead with heart
- \* Find the Wow!

## DPSP Core Values

- \* Play-based
- \* Rooted in belonging
- \* Learner-led
- \* Inclusive
- \* Interconnected
- \* Intentional

## WHERE CAN I FIND:

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Last Update to Handbook: Feb, 2026

# REGISTRATION

allows them to see challenges as opportunities and curiosity as a lifelong compass.

We believe that a vibrant community is built through co-creation and radical empathy. Our program is a space where children learn that they are part of something larger than themselves. Through the Tiger Way—being safe, kind, and responsible—we move beyond simple compliance toward a culture of genuine care. We prioritize emotional intelligence and collaborative spirit, ensuring that every child feels a deep sense of belonging and learns the art of navigating the world with a compassionate heart.

We believe in nurturing world-aware individuals who are ready to make a positive social impact. Our role is to provide a microcosm of the wider world where children can practice independence and gain a profound appreciation for their environment and global community. By blending unapologetic joy with intentional responsibility, we are not just providing care for the hours after school; we are cultivating the next generation of thinkers, doers, and kind-hearted leaders who will shape the future.

## ENROLLMENT POLICY

To register for DPS Preschool or Tiger Kids Club, children must be between the ages of 3-12 years and must:

- \* Be able to independently participate in developmentally appropriate group settings with children of similar age.
- \* Be able to independently follow simple directions appropriate to the child's age.
- \* Have the ability to play and work cooperatively with similar age peers without adult facilitation.
- \* Be able to transition safely and successfully between activities appropriate to their age.
- \* Must be successful in a group setting that is consistent with the DHS staff-to-student ratios for child care.
- \* Be able to independently participate in the general education curriculum appropriate to the age.
- \* *Be fully potty-trained and able to use the toilet independently.*

## REGISTRATION

All registration is done **online**, through Eleyo. Registration fees and any activity fees are required at the time of registration. Families are not considered fully registered until they've received an email confirmation of administrative approval. *Families will not be registered for a new session until all previous tuition balances are paid in full.*

All enrollment is contingent upon staffing levels. Our program diligently hires highly qualified staff. TKC And DPS Preschool will also need to be flexible to adapt to any changes in the school schedule or current health conditions.

All registration information is confidential. Completed registration information is only available to CE staff and District 879 staff.

## Program closure dates

- \* New Year's Eve & Day
- \* MLK, Jr Day
- \* President's Day
- \* Good Friday
- \* Memorial Day
- \* 3 days between last day of school & start of summer session
- \* Juneteenth (Jun 19)
- \* Week of 4th of July
- \* Last week of August
- \* Labor Day
- \* Thanksgiving Day
- \* Friday after Thanksgiving
- \* Christmas Eve & Day

We reserve the right to close on days preceding or following these holidays. Decisions regarding operation on release days will be made based upon a minimum child enrollment and school district policies.

Families are not charged on program closure days.

# PROGRAM HOURS, RATES, & FEES

## SCHEDULE CHANGES

Permanent changes to your schedule must be requested online at least one in advance of the effective date. Families are allowed one permanent schedule change per session; after that, there is a \$20 service charge per change.

In an emergency situation, you can request to add a drop in day to your schedule; these can be requested through your online childcare account, at least 48 hours in advance. Approval will be at the discretion of the coordinators. If it is an immediate need, please contact the coordinator to approve the schedule change. Drop in days will not be canceled or refunded once approved. We will not be able to accommodate a drop in request if it occurs on a field trip day during our summer program. Unannounced drop in care is not available during any session and a service fee will be processed to your account.

## TERMINATION OF CARE

Termination of preschool or childcare may be made at any time through your online account. There is a two week notice required to terminate care and you will be billed for those two weeks. TKC vacation days cannot be used towards your two week notice. It is the responsibility of parents/guardians to alert the school and bus company if ending school age child care.

## DAYS & HOURS OF OPERATION

DPS Preschool operates during the school year (Sep-May). There are several schedule options available when registering.

Tiger Kids Club operates year round,

Monday through Friday, from 6:45 am-5:45 pm, with two sessions for registration (School Year and Summer Session). All families must re-enroll for upcoming sessions each February to continue care for their children. Non school days (NSD) or Break Days are optional care days which do require pre-registration in your online account. Program hours for these dates are 8am-4pm. Hours are subject to change based on program needs.

## PROGRAM OPTIONS - DPS PRESCHOOL

Programming begins the first day of school and concludes the last day of school. Students must be at least 33 months of age by Sept 1 of the current school year and fully potty trained to attend preschool.

### Half Day Preschool

- ⊛ Required for all registered preschool children, unless choosing the extended day option
- ⊛ AM Preschool: hours of 8:30-11:30 am
- ⊛ This is our traditional preschool option where children will participate in developmentally appropriate curriculum, play, and activities.

### Extended Day Preschool

- ⊛ Optional and *only available for children the year before they enter kindergarten*
- ⊛ Hours of 8:30 am-2:30 pm
- ⊛ This is an option for a longer preschool day, which also includes hot lunch, recess, enrichment activities related to their current study, and time for free choice play and exploration. This option does not include nap time, just a small rest time in the afternoon.

### Before School Wrap Around Care

- ⊛ Optional for half day and extended day registered preschool children
- ⊛ Hours of 6:45-8:30 am
- ⊛ Requires at least 2 days/week with a set schedule or 8 days/month with a pick your days schedule
- ⊛ This time includes breakfast and play options.

### After School Wrap Around Care

- ⊛ Optional for all registered half day and extended day registered preschool children
- ⊛ Hours of 11:30 am-5:45 pm for half day preschool or 2:30-5:45 pm for extended day preschool

# PROGRAM HOURS, RATES, & FEES

AM HALF DAY PRESCHOOL 3-4 YEAR OLD	Age Requirement: 33+ months (BD 12/1/23 or before)
Preschool Only (8:30-11:30)	\$35
Preschool + AM Care (6:45-8:30)	\$47
Preschool + PM Care (11:30-5:45)	\$65
Preschool + Full Care (6:45-5:45)	\$65
Non-School Day	\$56
Section Options include: m-f   m-h   m/w/f   t/h	

AM HALF DAY PRESCHOOL 4-5 YEAR OLD	Age Requirement: 48+ months (BD 9/1/22 or before)
Preschool Only (8:30-11:30)	\$35
Preschool + AM Care (6:45-8:30)	\$47
Preschool + PM Care (11:30-5:45)	\$65
Preschool + Full Care (6:45-5:45)	\$65
Non-School Day	\$56
Section Options include: m-f   m-h   m/w/f	

EXTENDED DAY PRESCHOOL **YEAR BEFORE K ONLY	Age Requirement: 4 yrs + (BD 9/1/22 or before)
Preschool Only (8:30-2:30)	\$50
Preschool + AM Care (6:45-8:30)	\$62
Preschool + PM Care (2:30-5:45)	\$72
Preschool + Full Care (6:45-5:45)	\$72
Non-School Day	\$56
Section Options include: m-f   m-h   m/w/f   t/h	

- \* Requires at least 2 days/week with a set schedule or 8 days/month with a pick your days schedule
- \* This includes hot lunch, recess, and nap time, for am preschool students. This includes pm snack, and play time, including gym or outside time for both half and extended day preschool students.

## Non School Days (NSD) or Break Days

Break days are offered on some school release days. **Hours are 8 am-4 pm on district non school days. These are days you sign up for separately from your normal scheduled days. All of these dates are optional and are able to be registered for through your online account. Alterations, registrations and cancellations, must be made by the deadline date. To cancel you must contact administration prior to the deadline for the day you intend to remove. If you are registered for a break day and do not attend you will still be billed. Drop in care is not available on break days; there is a \$50 fee, in addition to tuition, if your child is dropped off without prior registration or communication with the program coordinator. Vacation/sick day credits can **NOT** be used for Break days.**

## Summer Programming

See the Tiger Kids Club section.

## dps PRESCHOOL CALENDAR FOR 2026-27

**Legend:**

- Closed
- First/Last Day of Summer Programming
- Non-School Day (NSD)
- NSD Registration Deadline
- NSD Registration Deadline
- District Early Release

**Registration Information:** To register for Non School Days (NSD), log into your Eleyo account (Delano.ca.eleyo.com). All NSDs will be available for registration through the deadlines listed. Additions, cancellations, or changes will not be honored after the listed deadline. Drop in care is **not** available on NSDs; if your child is dropped off without prior registration or communication with the program coordinator, you will be charged a \$50 Non-Registered Attendance Fee.

## PROGRAM OPTIONS - TIGER KIDS CLUB

School year programming begins the first day of school and concludes the last day of school. Summer programming begins in early June and concludes a week prior to Labor Day. Students must be between the ages of 3-12 years and fully potty trained to attend Tiger Kids Club. Because of the high need for child care and limited spaces, registration preference will be given to families registering for full time care.

# PROGRAM HOURS, RATES, & FEES

Tiger Kids Club Summer	
Preschool * Includes students entering K in 26-27	Age Requirement: 3-12 years old \$56/day
School Age * Entering grades 1-7 in 26-27	\$50/day
Consistent Schedule - Minimum of 3 days/week required	
Pick Your Days Schedule - Minimum of 30 days of the session required (80% of session) * dates must be pre-selected at the time of registration. These dates can be updated or modified through May 15, 2025.	

Tiger Kids Club School Age Care	
AM Care (6:45-8 am)	Age Requirement: k-6th grade \$12/day - Consistent Schedule (2 days/wk minimum)
	\$14/day - Pick Your Days Schedule (8 days/month minimum)
	\$16/day - Drop In Care (Only if space is available)
PM Care (3-5:45 pm)	\$20/day - Consistent Schedule (2 days/wk minimum)
	\$22/day - Pick Your Days Schedule (8 days/month minimum)
	\$26/day - Drop In Care (Only if space is available)
Non School Day Care	\$56/day - Preschool Rate
	\$50/day - School Age Rate

## Before School Care

- \* Students in grades K-6 may attend
- \* Hours of 6:45-8 am
- \* Requires at least 2 days/week with a set schedule or 8 days/month with a pick your days schedule
- \* This time includes breakfast and play options.
- \* Students are bused to DES and DIS by Stahlke Bus; they leave TKC around 7:50 am


## After School Wrap Around Care

- \* Students in grades K-6 may attend
- \* Hours of 3-5:45 pm
- \* Requires at least 2 days/week with a set schedule or 8 days/month with a pick your days schedule
- \* This includes a snack, planned activities, and play time, including gym or outside time
- \* Students are bused to CE from DES and DIS; they arrive to TKC around 3 pm

## Summer Programming

- \* Children ages 3-12 years (entering 7th grade the upcoming school year) may attend
- \* Hours of 6:45 am-5:45 pm
- \* Breakfast, hot lunch, and am/pm snacks

## Tiger Kids Club Calendar for 2026-27



<p>Jun 3 Last day of ST TEC</p> <p>Jun 14 Program PD - Closed</p> <p>Jun 23 First day of Summer Programming</p> <p>Jun 24 Holiday - Closed</p> <p>Jul 2-4 Holiday - Closed</p> <p>Aug 7 NED Registration Deadline for Sep 2-3</p> <p>Aug 21 Last day of Summer Programming</p> <p>Aug 24 Teacher Workshops &amp; Hobby - Closed</p> <p>Aug 28 First day of TTC Oktober</p> <p>Sep 1-2 First 2-4 Orientation Days + NED (1st day for 18-63)</p> <p>Sep 3 First day of ST TEC for Pre-K-3rd</p> <p>Sep 7 Holiday - Closed</p> <p>Sep 8 Detrol Early Release</p> <p>Sep 16 NED Registration Deadline for Oct 19-16</p> <p>Oct 15-16 MEA - NED</p> <p>Oct 17 Detrol Early Release</p> <p>Nov 5 NED Registration Deadline for Nov 25</p> <p>Nov 8 Detrol Early Release</p> <p>Nov 23-24 Detrol Early Release</p> <p>Nov 26 NED Registration Deadline for Dec 28-23, 28-30</p> <p>Nov 25 Thanksgiving - NED</p> <p>Nov 26-27 Thanksgiving - Closed</p> <p>Dec 6 Detrol Early Release</p> <p>Dec 21-23 Winter Break - NED</p> <p>Dec 24-25 Winter Break - Closed</p> <p>Dec 28-30 Winter Break - NED</p> <p>Jan 3-Jan 10 Holiday - Closed</p> <p>Jan 11 Detrol PD Day - Closed</p> <p>Jan 20 Detrol Early Release</p> <p>Feb 6 Holiday - Closed</p> <p>Feb 17 Detrol Early Release</p> <p>Feb 24 NED Registration Deadline for Mar 22-25</p> <p>Mar 5-6 Detrol Early Release</p> <p>Mar 23 Detrol Early Release</p> <p>Mar 29 Spring Break - NED</p> <p>Mar 30-31 Holiday - Closed</p> <p>Apr 6 Detrol Early Release</p> <p>Apr 13 Detrol Early Release</p> <p>Apr 20 Detrol Early Release</p> <p>Apr 27 Detrol Early Release</p> <p>May 4 Detrol Early Release</p> <p>May 11 Detrol Early Release</p> <p>May 18 Detrol Early Release</p> <p>May 25 Detrol Early Release and Last Day of School</p> <p>Jun 1-14 Program PD - Closed</p>	<p>June 2026</p> <table border="1"> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> 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To register for Non-School Days (NSD), log into your Eyez account (Eyez.co.mtys.com). All NSDs will be available for registration through the deadline listed; additional considerations or changes will not be honored after this time deadline. Drop in care is not available on NSDs. If your child is dropped out without prior registration or communication with the program coordinator, you will be charged a \$50 Non-Registered Attendance Fee.

# PROGRAM HOURS, RATES, & FEES

## Registration Fee

**Preschool:** \$50/child paid annually at registration

**Tiger Kids Club:** \$50/child or \$75/family paid annually (this includes preschool wrap around care) at registration

Non-refundable

## Non School Day (NSD) Fee

**Preschool:** \$56/day

**Tiger Kids Club:** \$50/day

## Early Release Days (ERD) Fee

**School Age:** \$25/day

Automatic enrollment: Children already scheduled for after school care on these dates are automatically enrolled to ensure your child has a spot.

Drop-in care for TKC Students: Families currently enrolled in TKC but not scheduled for after school care on a specific ERD can register for care as a “break day” in Eleyo for \$25 (subject to space availability).

## Activity Fee

**Preschool:** \$50/child paid annually at registration

**Tiger Kids Club:** \$100/child paid annually at registration.

Activity fees help support the cost of activities, supplies, transportation, & field trips.

Non-refundable

## Schedule Change Fee

Families are allowed one permanent schedule change per session; after that, there is a \$20 service charge per change.

## Finder's Fee

During the school year, a \$20 fee, per incident and

### Late Pick Up Fees

- \* 1-10 minutes - \$10
- \* 11-20 minutes - \$20
- \* 21-30 minutes - \$30
- \* 31+ minutes - \$40

child, will be charged if we need to search for your child because they do not show up as scheduled after school.

## Late Pick Up Fee

AM half day preschool ends promptly at 11:30am; extended day preschool ends promptly at 2:30pm. Unless your child is staying for pm wrap around care, families are expected to be on time.

Bus drop off occurs at 3 pm; unscheduled children not picked up from the bus zone by 3:05 pm will be signed in to care and charged a drop in day fee. Tiger Kids Club closes promptly at 5:45pm.

A Late Pick Up Fee will be applied to your next invoice. If you plan to have an alternate pick up for your child, please alert us by calling the attendance line.

Staff will attempt to reach parents/guardians using the contact information provided in Eleyo. The next step will be to contact authorized pick ups provided in Eleyo. After 30 minutes, if staff are unable to connect with parents, guardians, or emergency contacts, Wright County Police will be contacted for assistance.

A family will be dismissed from the program if late pick ups become an ongoing issue. Please make the necessary arrangements to ensure that your child is picked up by 5:45 pm.

The clock on the iPad will be used to calculate late fees.

Know you're running  
a bit late?  
Make a plan for an  
alternative pick up to  
avoid a hefty fee!

# ACCOUNTS & BILLING

## Non-Scheduled Drop In Care Fee

A \$50 fee, in addition to the tuition fee, per incident and child, will be charged for children who attend on a day without prior coordinator approval for drop in care. A family will be dismissed from the program if non-scheduled drop-ins become an ongoing issue.

## Non-Registered Attendance Fee

Drop in care is not available on break days; there is a \$50 fee, in addition to the break day tuition, if your child is dropped off without prior registration or communication with the program coordinator. A family will be dismissed from the program if non-registered attendance becomes an ongoing issue.

## Holding Fee

If you need to suspend TKC or wrap around care but want to hold your spot, we will charge 25% of your total tuition for that time away. We will not hold preschool classroom spots.

## Research Fee

If items, such as attendance records, etc., are needed, we may assess a \$25 fee; this will be dependent on the time involved for the specific request.

## Late Payment Fee

Late payments will receive an automatic



**Absent Child?**

**Submit the absence online**

or

Call the TKC/DPSP Attendance line  
to leave a message  
763.972.6210  
press 2

\$25 late fee on their next invoice.

All parties responsible for payment are required to manage and keep their auto payment information current.

If assistance is needed, please contact the billing office.

## Absences

Parents are required to report all absences. You may call the attendance line, 763.972.6210, press 2, or [submit the absence online](#). Please indicate their name, classroom or teacher, date of absence, and the reason for their absence.

### Preschool:

During the school year, messages need to be delivered to DPSP no later than 8:30 am.

### School Age:

During the school year, messages need to be delivered to TKC by 2:30 pm to avoid a Finder's Fee. *If we need to locate your child after school, the Finder's Fee is \$20 per child. Families must report absences, even if their child is attending an after school class/camp. During the summer session, the absence must be called or submitted by 9 am.*

## Billing

Contract/Account owners are financially responsible for all days registered. If families have more than one responsible party for payment, both parties must be listed as an owner on the account, primary and secondary, and explain how payment is to be split. For more information, please go to [Multi-Party Billing Information](#).

## Automatic Billing

Weekly payments are made through your [Eleyo](#) account. Autopay is required for the entirety of your contract. Once enrolled in autopay, you will receive a weekly emailed invoice, payment will automatically process on the due date. Tuition is billed in advance, one week prior to the upcoming scheduled dates. The Auto Pay account will be charged the following Tuesday. For example, invoices for the week of June 15-19 will be emailed to families on Friday, June 5, and the Auto Pay account will be charged on Tuesday, June 9.

Accepted credit cards are: Visa, Mastercard, Discover, and American Express. eChecks are also accepted. If an error

# ACCOUNTS & BILLING

occurs with your payment, e.g. insufficient funds or card expiration, Eleyo will automatically email you with notification. *Late payments will receive an automatic \$25 late fee on their next invoice.*

All parties responsible for payment are required to manage and keep their auto payment information current.

If assistance is needed, please contact the billing office.

## Past Due Accounts

All Preschool and Childcare accounts must remain current. Accounts with an outstanding balance will be suspended, and students may not attend on days when payment has not been received. Suspension will remain in effect until payment is confirmed.

Accounts that remain past due for two weeks will result in dismissal from the program. Additionally, unresolved past-due balances will result in a hold on the account, restricting participation in future Community Education services and activities.

To avoid disruptions, please ensure timely payments or establish a payment plan with the business office.

## Early Release Day Credits - Preschool

On district Early Release Days, DPS Extended Day Preschool will dismiss at 12:30 pm; children will have lunch prior to dismissal time.

- ⊗ Preschool Only Contracts will receive a \$15 credit toward the date's tuition.
- ⊗ Preschool + Wrap Around Care Contracts will receive a \$7 credit toward the date's tuition.

## Flex Spending Accounts

Our Federal Tax ID Number is 41-6004784. Detailed tuition for each child is listed on weekly invoices. If you have a flex spending account and require a signature from the care provider, please contact the program coordinator. Forms may take up to 48 hours to be signed and returned.

## Tax Statements

Tax statements can be viewed and printed online in your Eleyo account. Instructions on how to view statements can be found [here](#).

## Account Owners

The adult who sets up an account is considered the 'account owner'. The account owner is responsible for keeping the account current. Account owners are the only authorized persons with access to account information. Owners can initiate payments and add/remove authorized persons and emergency contacts.

Account owners will receive program information via email.

Accounts can have multiple owners.

Owners are entered into Eleyo during account set up. If you wish to add an additional owner to the account, the existing owner must email the coordinator. Each owner will have their own login credentials.

## Financial Assistance

Tiger Kids Club does not offer scholarships or offer childcare assistance payments through the Minnesota Child Care Assistance Program.

Children attending DPS Preschool can apply for a Pathway I or a Pathway II Scholarship to assist with tuition. These are both income dependent and require an application process.

Pathway I scholarships are requested externally, based on the county of residence. Click for more information.

- ⊗ [Wright County](#)
- ⊗ [Hennepin County](#)

Pathway II Scholarships are requested internally. The application process for this occurs between April-September for the upcoming school year session. Contact the program coordinator if you would like more information.

# PROGRAM POLICIES

## Vacation & Sick Days

### Preschool:

The use of vacation/sick time can't be used for preschool tuition.

### Tiger Kids Club:

- \* A vacation/sick day must be requested **online**. Parents have until one week after the date to submit the request.
- \* During the school year each child (with a set schedule) will receive up to 5 days off if they attend 5 days/week; 4 days if they attend 4 days; 3 days if they attend 3 days; 2 days if they attend 2 days.
- \* During the summer session, each child will receive 2 days off if they attend 4-5 days/week.
- \* Families with a Pick Your Days contract do not receive vacation/sick days.



## Priority Registration

Current families will receive priority registration for one week each February before registration opens to new families. To be considered a current family you must meet one of the below criteria:

- \* Maintain a Consistent Contract for more than 50% of the registered session
- \* Maintain a Non-School Day Only contract and register/attend for 12 of the 14 SY Non-School Days

## Leave of Absence

Parents may request a leave of absence for a parent/family leave from work, job layoffs, etc. Families are billed 25% of their total tuition while away to hold their spot. At least a week's notice is required prior to your child's return to ensure appropriate staffing.

## Updating Information

Please keep all family and emergency contact information updated in your Eleyo online account.

If you are going to be away and plan to have alternate pick ups caring for your child, please alert the coordinator or supervisor ahead of time or call the attendance line, so we are prepared in the case of an emergency or illness.

## Child Custody

If a child's custody has been awarded to one party, or if the child has joint custody terms, official, legal documentation outlining each party's rights must be filed on site and will be followed as it relates to childcare. If someone previously had legal custodial rights but circumstances have changed, notify the program coordinator. You must provide the program with a legal document that restricts this individual from picking up your child. Tiger Kids Club can not obtain a copy from the school office; it must be provided by the parent/guardian. In the event that an unauthorized person attempts to pick up your child, staff will contact you immediately. TKC and DPS Preschool staff will not serve as a mediator between parties, nor will they be responsible for communicating details of care. This is solely the parent/guardian's responsibility and must be worked out between parental parties.

## Busing

Busing for K-6 Tiger Kids Club child care will be provided between the elementary and intermediate schools and the community education building before school and after school from Stahlke Bus.

Per the bus company, families can only have one pick up location and one drop off location (these can be different). This will impact you if your child attends TKC part time because you will not be able to have them bused to/from home on days they do not attend TKC. Families will need

# PROGRAM POLICIES

to pick their child up from TKC at bus time (3 pm). When picking up directly from the bus at TKC, pick up persons are required to make contact with staff and sign their child out before taking their child from the bus.

## Don't be a Tailgater!

When entering or exiting the building, it is important that you do not allow others to enter.

### Drop Off and Pick Up

Staff can only release children to the people listed on the authorized list in a family's account, unless the parent/guardian has left a note or phone message that indicates another person is picking up their child. Siblings who are 16+ can be added as an authorized pick up; they must be able to present a form of picture identification. *Staff are required to check a form of picture identification if they do not know the parent/person picking up the child. If staff do not have previous knowledge of an authorized pick up, they will follow these steps:*

- ⊗ Check the authorized pick ups for that child
- ⊗ Contact the supervisor or coordinator to verify their knowledge of authorization
- ⊗ Contact the parent
- ⊗ They WILL NOT let the child leave with an individual until the situation has been resolved
- ⊗ Staff are responsible for ensuring that no person is allowed to sign a child out if:
  - \* The person has not been named an alternative pick up for the day
  - \* Is not listed as an authorized pick up person
  - \* Cannot verify identity with proper photo ID
  - \* Is under the influence of alcohol or drugs

TKC will release children to either parent unless a copy of a court order prohibiting one of the parents from

having custody of the child is on file in the CE office.

During the school year session, once a parent has signed their child out from Tiger Kids Club, they may not be signed back in.

### Entering & Exiting the CE Building

The school district uses the Raptor System to monitor guests that come into each building during the day. All guests will be required to have a government issued ID to be scanned to enter the building. Once this process has been completed, families receive a unique door code to allow them access to the building. This code should not be shared with others.

When entering or exiting the building, it is important that you do not allow others to enter with you. This practice defeats the whole purpose of a secure entrance.

During Preschool class hours, parents/guardians are required to enter through the front office to sign their child in/out when picking up early/dropping off late.

### Parent/Guardian Communication, Participation, Site Visits, & Concerns

A new parent/guardian orientation and tour is offered when registering for our programs. This is a time where families can tour our programs, discuss any special needs for their child, and review policies outlined in this handbook.

We do utilize text messaging for periodic messages involving weather closures and break day reminders. When registering, please be sure you've selected to receive sms messages so you get these urgent messages.

We also invite families to follow our Delano Community Education Facebook page. Consistent with the standards of high quality preschool and school age care programs, parents/guardians are welcome

# PROGRAM POLICIES

to visit during the program's regular hours of operation. Parents must check into the CE office for a visitor's badge first.

Classroom volunteers are required to follow the [district's volunteer policy](#).

If a parent has a concern directly related to their child, it is best if they contact the classroom teacher. If a parent has a concern about the program or a concern with your child goes unresolved, we ask that you discuss the concern with the supervisor or coordinator. Parents are encouraged and welcome to contact the director of community education at any time with questions or if there are unresolved concerns.

## Messages to Teachers/Staff

Teachers are not available to take phone calls during the instructional day. Voicemail and email may be used to leave messages for teachers; however, messages may not be accessed until the end of the school day. If you need to get a message to your child's teacher as soon as possible, it is best to call the CE office: 763.972.6210 and the message will be brought to the teacher.

Preschool drop off and pick up time is a very busy time for teachers as they greet all children and begin the routine of their day. If you need an extended time to chat with your child's teacher for any reason, we ask that you schedule a meeting with them so you can receive their undivided attention.

## Mandated Reporters

All Community Education staff are considered mandated reporters and are legally required to report observed or suspected cases of child abuse or neglect to the appropriate agencies.

## Where Do I Find Weather Information?



[District Website](#)  
[DCE Website](#)

Coordinators will also send a Text Message & an email to scheduled families as soon as possible.

## Weather Closures

### If school is closed or an e-learning day is held:

- \* All DPS Preschool classes will be canceled for the day
- \* TKC is closed for the day
- \* Families are not billed when DPSP - TKC closes

### If school is delayed (typically a 2 hour late start)

- \* All DPS Preschool classes will be delayed and begin 2 hours from the normal start time
- \* TKC will be delayed and open 2 hours from the normal start time
- \* Only normally scheduled students can attend during a late start
- \* There is no price adjustment for a delayed day.

### If there is a late change in status (adjustment from delay to closure):

- \* TKC will remain open 90 minutes from the close of school to allow parents time to pick up their children
- \* Parents are expected to pick up their child within this time and as soon as possible; if parents are unable to get to TKC, a backup person must be identified
- \* Late Pick-Up Fees will be charged after the 90 minute block of time
- \* A fixed shortened-day fee of \$10 will be applied

### If school dismisses early:

- \* DPS Preschool and TKC will remain open 90 minutes from the close of school to allow parents time to pick up their children
- \* Parents are expected to pick up their child within this time and as soon as possible; if parents are unable to get to DPSP - TKC, a backup person must be identified
- \* Late Pick-Up Fees will be charged after the 90 minute block of time

# PROGRAM POLICIES

- ☛ If students are picked up directly from school, parents must call the TKC attendance line (763.972.6210, press 2) ahead of time
- ☛ If students are picked up directly from the bus at TKC, parents must make contact with staff to inform us you have your child
- ☛ A Finder's Fee will be charged if we have to locate your child after bus arrival, no exceptions
- ☛ A fixed shortened-day fee of \$10 will be applied

## **If after school activities are canceled (but school was in session):**

- ☛ TKC and all other after school programs will NOT be held
- ☛ Students will follow their regular school dismissal and bus route
- ☛ Parents must pick up their child by 3:30 pm; if parents are unable to get to TKC, a backup person must be identified
- ☛ Late Pick-Up Fees will be charged after the 30 minute block of time
- ☛ If students are picked up directly from school, parents must call the TKC attendance line (763.972.6210, press 2) ahead of time
- ☛ If students are picked up directly from the bus at TKC, parents must make contact with staff to inform us you have your child
- ☛ A Finder's Fee will be charged if we have to locate your child after bus arrival, no exceptions
- ☛ A fixed shortened-day fee of \$10 will be applied

## **Immunizations**

DPSP and TKC follow the Delano School District's policy for immunizations. All preschool age participants are required to supply a copy of their immunization records prior to their first day of programming. *Students will not be allowed to attend until these have been turned in. School year TKC students' records are already on file with DES or DIS and are not required for attendance. Summer TKC students who do not attend Delano Public Schools will need to provide a copy of their records prior to their first day.*

## **Screen Time**

### **Preschool**

Screen time is limited during preschool class time. Per state statute, when videos or movies are shown, staff are required to be engaged with the activity, alongside students. These are expected to be learning activities that enrich the current classroom curriculum study. Movies may be an occasional earned classroom reward.

### **School Age**

Children will have no more than 20 minutes of screen time per day; this includes movies, computers, and iPads. Staff monitor online games closely and ensure children follow expectations. Movies (rated G or PG with approval from the supervisor) are only watched on special occasions and must have prior approval from the supervisor or coordinator before watching.

## **Pets/Animals in the Program**

Parents will be notified by classroom teachers/leaders ahead of time if any animals will be brought into the program for special activities or for personal use. Parents are asked to get permission from the supervisor or coordinator before bringing any animals into the program.

## **Transporting Children**

Under no circumstance will DCE staff transport a child in their personal vehicle, this includes emergency situations.

## **Property Damage and Accountability:**

There will be no tolerance for the destruction of school property, encompassing hallways, entrances, doors, playgrounds, materials, equipment, and classrooms. Students found intentionally vandalizing or breaking school property or materials will be required to leave for the day.

# PROGRAM POLICIES

Depending on the severity of the incident, they may face dismissal from the program. Additionally, parents/guardians will be held responsible for covering the costs associated with the repair or replacement of any damaged property.

## Staff Requirements

TKC Staff are the key component in the development of our high quality programming. Staff are carefully selected and encompass a variety of educational and teaching experiences. TKC staff are committed to providing the highest standard of care and environment as described in *The National School Age Care Quality Standards written by the National Afterschool Association and the Minnesota Afterschool Accreditation Project*.

All staff are required to participate in on-going education and trainings, including state conferences, trainings provided by educational leaders in their field and/or trainings offered in the district to further equip themselves to provide a professional standard of service to children and their families.

The minimum age to work at TKC is 14 years old.

## Program Supervision and Ratios

Staff are required to know the whereabouts of all children in their areas at all times and have a system in place to ensure this requirement is met. It is expected that staff will be in proper ratios at all times with children. *Ratios are subject to change based on current staffing levels of the program.*

The guideline for staff to child ratios are:

- \* Preschool: 1:10 teacher to child ratio
- \* K-6: 1:15 teacher to child ratio

\* Mixed age groups (prek-6): 1:10 teacher to child ratio  
Staff are required to organize program activities so that groups do not exceed sizes that can be safely supervised. Maximum group sizes are not more than:

- \* Preschool: 20 children
- \* K-6th: 30 children

There are certain circumstances, as in high-risk activities such as swimming, where ratios will be lower than listed above. These ratios follow the national standard and the *Minnesota Accreditation Project*.

Maximum group size applies at all times except during meals, outdoor activities, field trips, rest time, and special activities such as assemblies and movies, etc.

## Staff Identification

In order to maintain a safe environment for children, families and staff, all DCE staff wear a district badge with photo identification. For the safety of all, please report any suspicious persons or activity to a staff member immediately.

## Emergency Procedures and Drills

The Delano School District, which includes our Community Education programs, are required to practice drills for fire, tornado, and internal and external lockdowns during the school year. All staff are required to participate and be familiar with such procedures. More information can be found on the [school district website](#).

## Birthday Treats

When bringing a birthday treat to share, it must be pre-packaged and store bought. Please ask classroom teachers if there are any allergies to be aware of in your child's group.

# WHAT TO EXPECT

## Curriculum

### DPS Preschool

Each classroom teacher plans and schedules their own unique activities and events to meet the needs of their students and the requirements of our program. Our program utilizes The Creative Curriculum®, a research-based system that integrates GOLD® assessment to support the development of the whole child. This approach ensures that teaching is purposeful and learning is play-based and child-centered. Our philosophy is rooted in five research-based principles:

- ✳ **Positive interactions and relationships** are the foundation for successful learning.
- ✳ **Social-emotional competence** is a critical factor in school success.
- ✳ **Constructive, purposeful play** supports essential learning.
- ✳ **The physical environment** deeply influences the quality of learning.
- ✳ **Teacher-family partnerships** are essential to a child's development.

Rather than using traditional tests, our teachers engage in authentic, ongoing assessment. By observing children in their natural environment and collecting work samples, teachers gain an objective understanding of each child's unique strengths and needs. This data allows us to individualize instruction and set meaningful goals during our bi-annual conferences, ensuring every child is supported on their unique path toward kindergarten readiness.

### Tiger Kids Club

Every child is special and unique; our staff strive to provide the environment most conducive to meet their needs.

Each classroom teacher works with the supervisor to plan activities and events that support the needs of the children we care for, while aligning to the mission and goals of the program.

Staff are encouraged to make inquiry based activities, which will spark children's interests, promote creative thinking, and provide children with 21st century skills. These activities may include:

- ✳ Science & STEM experiences
- ✳ Outdoor learning

- ✳ Dramatic play
- ✳ Art activities
- ✳ Music & Movement
- ✳ Large & small motor activities
- ✳ Language & math activities
- ✳ Sensory activities
- ✳ Self-help & independence skills
- ✳ Social & emotional learning
- ✳ Homework help
- ✳ Cooking

### Orientation Day Process - DPS Preschool

DPSP will begin the year with two student orientation days. These are scheduled time slots which will take place on the first two days of school. This orientation time will give each child and family an opportunity to meet one-on-one with your child's teacher. During this time, teachers will play alongside your child and ask some questions to obtain valuable data to gauge where your child is at developmentally as they begin the preschool year. NSD care is available on both of these dates; pre-registration for this is required through your online account.

BEFORE we ever PUT a  
PENCIL IN OUR CHILD'S HANDS,  
THOSE HANDS SHOULD DIG,  
CLIMB, PRESS, PULL, SQUISH,  
TWIST AND PINCH A WIDE  
array of environments  
and a wide variety  
OF materials.

- Amanda Morgan



# WHAT TO EXPECT

## Programming Expectations

DPSP and TKC have established expectations for staff, parents, and children:

### Staff:

- \* Provide a positive environment for all children
- \* Furnish an environment which is open-ended and child-led
- \* Supply environments with a variety of learning & play opportunities, updated in reasonable increments of time
- \* Accept and support each child as a unique individual
- \* Be a positive role model
- \* Communicate effectively with children, families, and staff
- \* Are involved in activities with the children

### Parents:

- \* Read information sent out from program or classroom staff
- \* Return any information by the date it is needed
- \* Ask questions when unclear
- \* Share information that helps staff understand and support their child's needs
- \* Talk with the teacher, supervisor, or coordinator if there is a problem or an issue
- \* Follow the guidelines established by DPSP and TKC
- \* Provide extra clothing for children because play and learning is messy
- \* *Understand our goal is to support all learners and participants so they feel welcome, safe, and supported while in our care*

### Children:

- \* Respect staff and other peers
- \* Follow program expectations
- \* Respect the rights of others
- \* Respect our toys, equipment, and games

- \* Display age appropriate social skills
- \* Say please and thank you
- \* Are responsible for actions
- \* Explore and play
- \* Aren't afraid to try and fail, then try again

## Toilet Accidents

All children are expected to be fully toilet trained to attend preschool. However, we do understand that accidents occasionally occur, especially when children are in new environments, children have a life changing event occurring, or even when they are fully engaged in an activity and forget to take a break. Occasional accidents will be excused and staff will assist the child. If accidents continue or worsen over time, a parent meeting will be requested to plan next steps together. **Families are expected to keep 1-2 extra, complete outfits in their child's locker, including shoes if able.**

### Children will:

- \* Be able to tell an adult they have to go potty *before it becomes an emergency*
- \* Be able to pull down their underwear/pants and get them back up without assistance
- \* Be able to wipe themselves after using the toilet
- \* Be able to get on and off the potty by themselves
- \* Be able to wash and dry their own hands
- \* Be able to postpone going if they must wait for someone who is in the bathroom or if we are outside and away from the bathroom

### Parents will:

- \* Dress children in simple outfits which don't require strong fine motor skills to undo and remove

### Staff will:

- \* Remind students to use the bathroom at regular intervals
- \* Give children the tools and/or items needed to clean themselves & change in the restroom

### Staff will not:

- \* Go into the bathroom stall to clean up children, unless there is a medical reason or sudden illness is affecting the child's abilities.

# WHAT TO EXPECT

## Clothing Requirements for Children

We want children to be successful while at our program, part of that comes from wearing attire conducive to play.

- \* Shoes and sandals should be comfortable to walk and run in while wearing and not be a tripping hazard
- \* Please do not send your child in princess dresses or outfits which are full and fluffy
- \* Have your child wear shorts under skirts and dresses
- \* Children are expected to wear the same shoes and clothing throughout the entirety of their day; staff do not have the ability to assist individual children with outfit changes during the day unless it is due to a special activity or an accident.
- \* **We play hard, we make messes, we create with lots of mediums, we dig in the dirt, we explore in water, we accidentally spill our milk, we like cause and effect, and mud puddles are made for jumping in. So please send children to DPSP/TKC in clothing that can (and will!) get dirty.**
- \* **All children (prek-6) should have at least one full set of extra clothing in their lockers at all times.**

## Outdoor Play

Outdoor play is an important part of your child's day. Weather permitting, we will go outside as much as possible. All children will be expected to participate in this activity.

Children need to have appropriate clothing for the current weather each day. Tennis shoes are highly recommended to participate in the gym and outside activities. We use the gym or large motor room for more active games when the weather does not permit going outside.

### Winter Weather:

If the temperature and/or wind chill falls below 0°, we will not take the children outside.

Dressing requirements for the temperature:

- \* **60+ degrees:** Nothing additional required
- \* **45-59 degrees:** Jacket or sweatshirt required
- \* **25-44 degrees:** Jacket, hat, & mittens required
- \* **24 or less degrees:** Jacket, hat, mittens, boots, and snow pants required

### Summer Weather:

DPSP/TKC uses discretion about the length of time and/or types of activities we do in hot weather.

If a heat advisory/warning or a poor air quality alert is posted, we limit time outside to what is advised or stay indoors. We encourage activities that do not require a lot of stamina or high activity level (free play on the playground or sidewalk games).

Children and staff make it a point to stay hydrated. We encourage children to drink water throughout the day and take time to have planned breaks from activities for all children/staff to rest and have water. Canceling or shortening field trips may be necessary because of very hot weather or poor air quality.

The site supervisor and/or coordinator will determine if outside play is prohibited because of excessive heat or air quality by following the guidance of the [MDH](#)

[Guidelines](#).

## Meals and Snacks

### Preschool

- \* Children attending wrap around care have the option to eat a hot breakfast, lunch, and a snack.
- \* Children attending half day preschool have the option to eat a snack.
- \* Children attending extended day preschool have the option to eat a morning snack and a hot lunch.
- \* All snacks and meals are included in the tuition.
- \* Children are welcome to bring their own snacks or meals; tuition will not be discounted

### School Age

- \* School year programming includes a hot breakfast for students attending before

# INCLUSION

school care and a pm snack for children attending afternoon care.

- \* Summer programming includes a hot breakfast, hot lunch, and an am/pm snack.
- \* Bag lunches are provided on field trip days.
- \* Children are welcome to bring their own snacks or meals; tuition will not be discounted

Looking for Menus?



## Toys and Items from Home

Children are not allowed to bring toys, Pokemon cards, cell phones, tablets, or smart watches, etc. to either program. Classrooms may have special toy days or rewards; these will be communicated from the classroom teacher. If students bring these items to preschool or TKC they will be kept in their backpacks or brought to the office for parent pick up. DPSP/TKC is not responsible for any lost or broken items. We reserve the right to confiscate cell phones, tablets, watches, or any other electronic device if they are misused. The device will be returned to the parent.

Each child has a locker assigned to them to store their personal belongings. Preschool children are encouraged to bring a small pillow and/or blanket for daily rest time.

## Field Trips

Field trips are included in the daily tuition for students. Field trips may be

scheduled on occasional break days and throughout the summer, mostly on Fridays, during the summer program. Information will be provided prior to each field trip. *Alternate care options are not available on field trip days. If you choose not to have your child attend the trip, you will need to arrange alternative plans for their care. The absence can be covered using one of your allotted vacation or sick day credits.* Students and staff do take local walking field trips or excursions using Stahlke Bus; these may be trips to local parks, businesses, or community spaces. Staff will alert families when a local excursion is planned.

*Tiger Kids Club is . . .*

### Program Volume Level

Moderate to Loud

### Group Sizes

Classroom groups are often mixed-age, varying in size from 15-25. Groups sizes may grow beyond this range, depending on the time of day, activity, schedule, and staffing. Children are expected to remain with their group.

### Transitions Between Spaces

Children will transition multiple times each session. Transitions can include rotating between activities, using the restroom, and combining groups. Children are expected to stay in program spaces.

### Activities

Hands-on, cooperative play, exploratory, recreational

**School-Day personnel not available before or after school or during summer programming.**

School day paraprofessionals, special education staff, case managers, counselors, and nurses

## *Varied Needs, Levels of Development, and Inclusion*

Every child is unique and develops at varied rates and levels from each other. Staff provide an environment that seeks to enhance and support each child's emotional, social, intellectual, and physical development. Staff are willing and flexible, able to work with children representing a variety of backgrounds, abilities, and challenges. This may include, but is not limited to, children

# BEHAVIOR

with challenging behaviors, physical challenges or limits, a variety of family structures, diverse cultural backgrounds, and learning disabilities.

Our programs support the inclusion of all children to be actively involved, physically accessing play and work locations and have options from which they can choose personally. Our programs are committed to providing equal opportunities for all children and families to participate. We will make every effort to accommodate children with special needs. When there is a request to enroll a child with special needs, a pre-enrollment consultation with the program coordinator, staff, and parents will be held. If it is determined that our programs are an appropriate setting for the child, then plans for enrollment will be made. Children may not be recommended for enrollment if the program's design cannot meet the safety or health needs of the child, if the program's environment cannot provide the child with meaningful growth and progress, or if changes due to the enrollment of a child would fundamentally alter the nature of the program.

It is the parent's responsibility to inform DPSP and/or TKC during the registration process if your child receives special services or has an IEP (Individualized Education Plan). Our goal is to support your child in the best way possible, so that they will be successful while in our care. As a parent/guardian, you can request that staff be present at IEP meetings for your child. Attending meetings has proven beneficial for both the children and parent/guardians.

School day personnel are not available before or after school, on NSDs, or during the summer program. This includes special education teachers, paraprofessionals, case managers, counselors, and nurses.



Have an IEP or 504 Plan

Please share with us

The form can be returned to a coordinator or the CE office

## Behavior Expectations

We are committed to providing a positive, enriching environment for all children who participate in DPSP and TKC.

- \* Staff establish clear and consistent limits and expectations for behavior, appropriate to their own classrooms.
- \* Staff encourage children to understand their behavior and its related consequences. We strive to help children develop safe and appropriate ways of interacting with others and expressing their feelings in appropriate, constructive ways.
- \* Staff take every opportunity to acknowledge and reward good behavior, using Tiger Paw Awards, tangible rewards determined by the group teacher, and praising children with phrases of positive reinforcement.

## Unacceptable behaviors include

- \* Physical encounters that hurt another child or staff person
- \* Inappropriate language, songs, or jokes including swearing, teasing, reference to drugs, alcohol, abuse, race, gender, ability, etc.
- \* Eloping from the group or program
- \* Interrupting others as they talk, work, or play
- \* Vandalism to school or personal property
- \* Invading, using, or taking other people's property without permission

## Respect for Self, Others, and the Environment

- \* Children have the right to work alone or with others
- \* Children have the right to choose those activities which interest them and have the right to repeat the activity as many times as they feel necessary
- \* Children have the right to make

# BEHAVIOR

mistakes without adult intervention

- \* Children have the right to request and receive adult assistance when help is needed
- \* Children must respect the rights of others
- \* Children must conduct themselves in a way that does not disturb the work or activities of their peers
- \* There is a place for everything
- \* Children are free to use any materials on the shelves as long as they are used with respect and they are returned to the shelf when they are finished

## **We encourage & provide an atmosphere which**

- \* Accepts each child as a unique and special individual
- \* Sets realistic expectations for each child
- \* Provides children with responsibilities and opportunities to succeed with those expectations
- \* Builds on a child's strengths
- \* Provides security, limits, and boundaries, promoting trust in self and others
- \* Provides many opportunities for positive encouragement, promoting confidence
- \* Encourages children to make decisions and handle situations on their own
- \* Provides support so that children know staff care about them and their emotional well-being

## **The following procedures are used when children display unacceptable behavior:**

### **Warning:**

A verbal reminder of what is expected at the time or what the appropriate

behavior should be.

### **Redirection:**

Children may be directed to leave an area if they display inappropriate behaviors or the behaviors do not change with a warning.

### **Thinking Time:**

If a child's behavior continues or does not meet program expectations, they will be asked to sit away from the group. If their behavior poses a safety risk, they will be separated from the group immediately, without prior warning. The child will regain the group when they are emotionally regulated and ready to rejoin the group.

### **Cooperative Behavior Management:**

Children will discuss with staff, or in some cases with the supervisor or coordinator, what happened, acceptable alternatives to their behavior, what they could do differently next time and why it is important to make the right choice. Children will return to their activity or group after concluding the discussion.

### **Parent Notification:**

When warranted, parents will be informed of the behavior or concerns with either a phone call, an email, or when they pick their child up. Parents will receive a Behavior Slip with details of the incident. A formal conference may be set up with the parents, coordinator, and teacher if the behavior persists or is severe in nature to establish a plan of action to resolve the concerns.

At any time, a parent or guardian may be contacted to pick their child up immediately. If called, the child must be picked up within 30 minutes. If staff are unable to reach a parent or guardian, staff will call emergency contacts to arrange for pick up.

If behavioral issues persist despite previous interventions, the student may be suspended from the program for a specified period. During suspension, parents are expected to work collaboratively with the program to address and rectify the behavioral concerns.

### **Consequences:**

When handling child behaviors, consistency among staff for one child is more important than consistency between children for the same violation because every child and situation is different. The same expectations of behavior should be adhered to by all children, but the consequence

# ILLNESS, INJURIES, MEDICAL

and/or staff's approach to handling the situation may vary depending upon each child. Not all children respond well to certain techniques.

Consequences are logical, timely, age appropriate, and connected to the unacceptable behavior. Better cooperation is usually received when limits are few, enforceable, and staff are consistent.

## **Bullying Policy:**

Our programs follow the school district's policy involving *bullying*.

## **Dismissal:**

TKC and DPS Preschool makes every effort to meet the needs of each child. Continued or severe misconduct may lead to dismissal from the program. Dismissal decisions will be made after careful consideration of the best interests of the child, other students, and staff. It is our practice not to discriminate on the basis of sex, race, religion, color, or national origin, economic status, disability, age or marital status in any area of our program or personnel practices.

Probable causes for dismissal would be:

- \* High absenteeism
- \* Extreme misbehavior
- \* Abusive behaviors
- \* Verbal threats toward program staff or other parents
- \* Repeated instances of late pick-up
- \* Non-payment of fees
- \* The opinion of the program coordinator or CE director if we cannot meet the needs of the child

These situations would be brought to the attention of the program coordinator and reviewed with the director of community education and parents/guardians.



Need to fill out a  
**Medical Permission Form?**  
Drop it off in the CE office, with  
the medication.

## *Medicine Policies & Procedures*

### **Prescription Medications:**

DPSP and TKC can only give prescription medications with a signed medical permission form and a copy of the action plan (if applicable). Medication must arrive in the original, clearly labeled prescription bottle with the child's name, current date, name of medication, dose, frequency of administration, and physician's name.

### **Non-Prescription Medications:**

These (ie. cough syrup, Tylenol, Neosporin) can only be administered with a signed medical permission form. When supplied by the parent, they need to be in their original container with a clear, age-appropriate dose printed on the container. These will not be administered if the child is clearly ill and needs to be at home. We prefer not to give medication if we do not need to.

The coordinator or supervisor will administer all medications. If they are unavailable, another staff member will be assigned to give the medication. All medications are stored in the CE office. Inhalers and Epi-Pens are stored in the CE office and are brought on all excursions from the program. All staff are trained annually on administering an Epi-Pen. Expired medications cannot be given. Parents are responsible for picking up expired or unused medications; program staff will not dispose of any medications.

## *Medical Emergency Procedures*

All adult DPSP and TKC staff are required to have current CPR and First Aid training. In case of injury, the staff person closest to the scene will administer first aid immediately. Staff will maintain and carry a first aid kit and emergency information when they are off site or in an area other than their classroom. When administering

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first aid, staff always wear gloves.

If serious injury occurs that requires advanced medical attention, we administer basic first aid and have someone call 911. Parents will be called after calling 911. Children will be taken to the nearest hospital if deemed necessary by the rescue squad. Children will never be transported in a personal vehicle. If a child is to be taken by ambulance to the hospital, a staff member must follow the ambulance to the hospital in their own vehicle if a parent/guardian cannot be reached. If a parent/guardian has been notified, they will be responsible for meeting their child at the hospital.

## Accident or Injury Notifications

Staff use discretion as to when to call a parent about an injury. If the child has a large lump or cut but emergency medical attention is not necessary, we will treat it with basic first aid and contact the parent prior to pick up. *Any injury to the head or a bloody nose (unless common for the child) warrants a call to the parent.*

## Incidents and Accidents

DPSP and TKC take all necessary precautions for preventing accidents. Staff conduct daily inspections of classrooms, multi-purpose space and the playground to be sure there is nothing potentially dangerous or hazardous. Each classroom has a well-stocked first aid kit. Toys, materials, and furniture are cleaned and disinfected periodically to ensure program cleanliness and sanitation.

## Ill Children

If a child becomes ill at DPSP or TKC, they will rest in the CE office until parents are contacted and arrive to take them home. If parents cannot be reached, staff will call the child's emergency contacts. If you can not arrive within one hour, you must make arrangements for someone else to pick up your child. TKC and DPS Preschool will follow the school district's policies for excluding ill children from school. If your child has been prescribed medication for their symptoms, they must have taken the medication for at least 24 hours before returning to TKC or DPS Preschool. Any abuse of this policy is grounds for immediate dismissal from the program.

Students are not allowed to be at DPSP or TKC if they have any of the following symptoms:

- \* Vomiting or diarrhea in the past 24 hours
- \* 100°F temperature or higher; child must be fever free without medication for 24 hours before returning to school
- \* Undiagnosed rash or a rash attributed to a contagious condition or illness. A doctor's note is required to return.
- \* Red, inflamed, or watery eyes
- \* Uncontrolled coughing
- \* Any child who is unable to participate in normal activities with reasonable comfort or who requires more care than staff can provide without compromising the health and safety of staff or other children.
- \* Children with head lice may return after receiving at least one treatment. Please note - because head lice are highly contagious and difficult to eliminate, we reserve the right to check each child's head upon arrival and refuse care for children showing signs of infestation.

## Infectious Illnesses

Parents are required to contact DPSP or TKC if their child has an infectious illness. When an infectious illness has been reported, classroom families will be notified through email.

## Allergies

All staff are responsible for knowing the allergies of the

# ILLNESS, INJURIES, MEDICAL

children in their care. This information is listed in each classroom and the cafeteria kitchen. An action plan from the child's doctor must be provided with any medication given or if the child has a condition which warrants it.

Epi-Pens and inhalers are kept in the CE office and are carried with staff when they are leaving the site for any reason. 911 will be called if an Epi-pen is given.

Depending on the severity of a given allergy or medical situation, the coordinator or the parent may request a meeting prior to the child beginning in the program so we are prepared to give the child the best care possible.

## Sunscreen

During our summer program, parents must provide sunscreen for their child(ren). Aerosol sunscreen is not permitted. Staff will assist preschool and kindergarten children in applying sunscreen. First through sixth grade students are expected to put on their own sunscreen, with staff supervising and assisting as needed, especially with faces and hard to reach places. Gloves are worn by staff at all times and changed with each child.

*This handbook is a living document, always a work in progress. We will update these guidelines as we grow, learn, and face new adventures together. This handbook is also reviewed annually, prior to the registration window of the upcoming sessions.*

