

Eden Valley-Watkins Eagle Kids Child Care Program

Located at 359 State Street North, Eden Valley,
MN 55329

Contact Information: Kayla Schmitz: 320-453-2001

Mission Statement

Eagle Kids Childcare exists to provide coordination of individual family resources and the resources of the Eden Valley-Watkins Public Schools in meeting the developmental needs of elementary children. Children are gently encouraged to discover their individual strengths and unique talents. We believe each child possesses a marvelous capacity to learn. Learning is best accomplished in a place emotionally secure, physically safe, and fun!

Eagle Kids

Eden Valley-Watkins Eagle Kids is a self-supporting, non-profit, all day childcare program. We serve all children ages 3 years-6th grade and do not discriminate against enrollment of children on the basis of race, creed or national origin. Eagle Kids is certified by the MN Department of Human Services.

Preschool

Three year olds enrolled in the Eagle Kids program will have the opportunity to attend preschool at no extra cost at Watkins Elementary School during the school year. Families must register through the Early Childhood Family Education Coordinator (Amanda Meierhofer). Attendance schedules for 3 year preschool may vary depending on enrollment numbers and will be determined by the ECFE coordinator. Transportation is free and children will be picked up/dropped off from Eagle Kids's Child Care, according to their attendance schedule, via Eden Valley-Watkins Transportation Service.

Four year olds will have the opportunity to attend preschool for a quarterly fee, plus transportation fees, at the Watkins Elementary School during the school year. Families must register through the Early Childhood Family Education Coordinator (Amanda Meierhofer). Attendance schedules will be determined by the ECFE Coordinator. Children will attend either mornings or afternoons, four days per week and can be transported from/to Lil' Eagles Child Care Center via Eden Valley-Watkins Transportation Service.

Our Philosophy

We believe...

A child's early experiences enrich and stimulate future growth. Children deserve to be treated and respected as individuals in an environment that welcomes reason, exploration, question, and imagination. Drawing upon their training and experience, our staff will create an appropriate educational environment providing for positive learning milestones, guiding children from one developmental, and cognitive level to another while leading to an increased sense of competence and independence. We respect each child's need for love, security, acceptance, warmth, and stimulation.

Student Requirements

As a Community Education program, Eagle Kids student requirements are designed to ensure all children are receiving the quality care they deserve, in a safe and pleasant environment. To ensure these programs are operating as designed, Eagle Kids student requirements must be followed.

The expectations of each child involved in our programs are as follows:

- Participate in group time, crafts, outside time
- Stay with the group at all times (playground, classroom, gym etc)
- Treat other students with respect (verbally and physically)
- Treat Lil' Eagles/Eagle Kids staff with respect (verbally and physically)
- Use appropriate language
- Keep their hands and body to themselves
- Be respectful of the school, classroom, toys, and equipment
- Follow Lil' Eagles/Eagle Kids rules
- Children must be toilet trained

Parent's Checklist

- ✓ Get to know program staff- Please ask for feedback on your child's day
- ✓ Read the Parent Handbook and understand the program policies
- ✓ Label ALL personal belongings
- ✓ Notify the site if your child will be absent for any reason
- ✓ Model respectful behavior when dealing with staff and students

- ✓ Provide written notice if there is a change in schedule or withdraw from the program by filling out appropriate paperwork.
- ✓ Pay all fees incurred upon receipt of your invoice.
- ✓ **Eagle Kids: Bring breakfast and lunch everyday.**

Parent Involvement

We believe in a strong partnership between parents and staff. Eagle Kids has the following avenues of parental involvement to encourage parental input on decision-making and planning, and to facilitate communication among parents and staff.

1. Parents may request a conference at any time with the Program Coordinator to discuss their own child or the program in general.
2. We always like to know what you think. If you have a question, concern, or suggestion, please leave a note, talk to the staff, or call the Program Coordinator at any time. We will send out evaluation surveys from time to time to get feedback on how we're doing.
3. Newsletters and announcements are distributed to parents in individual family files and via email.
4. Parents are allowed access to their child at any time while the child is in care.

Operation Hours:

Eagle Kids Hours: 6:30 AM-6:00 PM Monday-Friday

Eagle Kids Before School: 6:30 AM - 7:45 AM & 3:00 PM - 6:00 PM Monday-Friday

Non-School Day and Summer Care Hours: 6:30 AM-6:00 PM

Eagle Kids will be **CLOSED** in observance of the following holidays; New Years Eve, New Years Day, Good Friday, Memorial Day, Juneteenth, Fourth of July, Labor Day, Thanksgiving Day, the Friday after Thanksgiving, Christmas Eve and Christmas Day. There may be additional days during the year, but notice will be given.

***We ask that you contact the Eagle Kids coordinator of the schedule or changes in schedule for your child(ren).**

***If your child/ren are scheduled to attend and there is no notification of an absence, you will still be charged for attendance.**

***You will need to bring breakfast and lunch for your child. There are microwaves, toasters and an air fryer to reheat food.**

***In the event of inclement weather: We will plan to be open to those who need care and will remain open until all children are safely picked up by parents or authorized adults.**

Building and surrounding area:

The child care center has ensured that hazardous items are out of reach of children. We train our staff to safely handle and dispose of fluids by using gloves, disinfecting surfaces, toys, and supplies by using approved substances.

Emergency Policy and Procedures

Eagle Kids staff members are trained at orientation and yearly training. We practice evacuation, fire and shelter-in-place drills on a quarterly basis.

Child Abuse & Neglect

Under Minnesota State Law, all professional staff who work with children are required to report all suspected physical, emotional, sexual abuse or neglect of children to the authorities. MN Department of Human Services numbers are located in the office areas for employees and the numbers are also listed in staff policy and procedure manuals.

Toys from Home

At Eagle Kids we strive to provide a wide variety of toys, games, crafts and activities to fit all age groups and gender. **We ask that toys are not brought from home.** This policy is an attempt to keep personal items from being lost, stolen or damaged, and will help us prevent the possibility of spreading viruses.

Transportation

Eagle Kids take occasional field trips to various places such as: the Amaze'n Farmyard, movie theater, Hemker Zoo, etc. Parents will be given permission forms in advance and will be asked to provide a car seat if needed. Transportation will be via school vans or buses driven by district staff that are licensed, trained and certified.

Financial Policies and Procedures

Eagle Kids uses an app called Brightwheel. In Brightwheel you will be able to see your child's profile, pay your bill, message the staff and or the coordinator of Eagle Kids. Families will be charged fees based on individual family admissions and agreement forms. Parents are responsible for all charges incurred.

Tuition

Tuition will be charged on a weekly basis and payment is due upon receipt of the invoice. Invoices are generated each Monday for the week prior. If payment is not received within two weeks of billing, the Eagle Kids program has the right to cease care until accounts are paid in full.

Accounts will be charged for the days the child is scheduled to attend. If your child will not be in attendance, we require a phone call/text/email prior to the scheduled time. If we do not receive notification, you will be responsible for paying for the day in which the child is scheduled.

Payments/Rates

3-4 year olds:One time Registration fee: \$75

Full days: \$40

Half Days (5 hour or less): \$22

Drop In Care (Less than 24 hour notice): \$45

K-6th grade:One time Registration fee: \$50

Before School (6:30am-7:45am)

\$6 for AM session per child

\$8 for AM session per child - DROP-IN RATE (less than 24 hour notice)

\$12 for Late starts per child (6:30am-9:45am)

K-6th grade After School (3:15pm-6pm)

\$12 for PM session per child

\$15 for PM session per child- DROP-IN RATE (less than 24 hour notice)

\$22 for Early outs (1:15pm-6pm)

K-6th grade Non-School Days and Summer Days

\$35 for full day

\$22 for half day (5 hours or less)

\$40 for DROP-IN RATE (less than 24 hour notice)

Drop-Ins

Late request for care requires at least 24- hour notice to avoid our drop-in rate. Eagles Kids needs a 12 hour notice if there are schedule changes in your child(ren)'s weekly/daily schedule. Children who arrive that are not scheduled, are not guaranteed a spot and can only stay if appropriate staffing is available and if we have enrollment papers completed and on file.

County Pay

If you are on daycare assistant through the county, you will be responsible to pay the remaining balance that the county does not pay.

Absences

IMPORTANT! YOU ARE REQUIRED to notify the following professionals when there is a change in your child's after school schedule:

1. Eagle Kids coordinator, Kayla Schmitz, office 320-453-2001 (or) by cell phone: 320-434-0759 or via email at kschmitz@evw.k12.mn.us
2. Elementary office: 320-453-2900 ext:2134
3. Your child's teacher

Please notify the Eagle Kids coordinator Kayla Schmitz, if your child will be absent AT ANYTIME for any reason. If your child does not arrive after school as expected, program staff will investigate immediately by contacting your child's teacher, or attempting to contact you or your emergency contacts.

Late Pick-Up Fee

Parents are expected to pick up their child by 6:00pm. A \$20 late fee will occur per child along with a \$2.00 per minute after 6:00 pm per child. Please remember that the staff also have families and other responsibilities to attend too. After three (3) infractions of this policy your family may be asked to make other arrangements. Please communicate with the Lil' Eagles/Eagle Kids coordinator, Kayla Schmitz, by phone at 320-453-2001 (or) text message at 320-434-0759 if you are running late. We are willing to work with each family when bad weather/unforeseen circumstances occur.

Automatic Payments

Tuition payments can be made via Brightwheel, check or cash. If paying with check or cash you can hand payment to an Eagle Kids staff when picking up or dropping off your child.

Automated payments will automatically be deducted weekly on Fridays for the previous week of care. Statements will be sent out no later than Wednesdays. We strongly recommend looking over your invoice.

****Unpaid tuition balances will be billed a late payment fee of \$20 per child after 14 days.****

Cubbies/Lockers

Each child will have a cubby. This will be their storage place for personal items. This is a limited storage space. Please check your child's cub often and take home items inside.

Please keep all toys and unnecessary personal belongings at home except for a pillow/blanket for quiet time

Clothing

It is important the children come to childcare in clothing that is comfortable, easy to clean and suitable for outside play. We play outside every day, unless it is raining or below zero. Each child should have an extra set of labeled clothing in their cubby. In the winter, each child should have a winter jacket, snow pants, snow boots, hat and mittens.

Please label all clothing and personal items.

Emergency Contact Information

Please keep your child's emergency information current. Registration and emergency contact information is kept on site for each child.

Illness Policy

If your child becomes ill, the parent will be contacted and asked to pick them up **within an hour**. We will isolate (and supervise) the child from other children until you arrive. Isolating a sick child from other children in the program does mean the child has to be in a separate space.

Policy requires that children are fever and symptom free for 24 hours before returning. Please contact us if your child is diagnosed with a communicable disease (including lice, influenza, RSV, covid) so we can alert all families their child may have been exposed. Families will be notified the same day the program is notified of children being exposed to a contagious, reportable disease specified in Minnesota Rules, part 4605.7040, or scabies, impetigo, ringworm, or chicken pox via email, or hard copy letters. There will be signs posted notifying families of any contagious or reportable disease.

Safety

The safety of your child(ren), staff and parents on our sight is our #1 priority! If you are concerned with your child's safety, please contact the Eagle Kids coordinator, Kayla Schmitz, office:320-453-2001 (or) cell at 320-434-0759 or via email at kschmitz@evw.k12.mn.us. The coordinator will document your concern, investigate and call/email you back with a plan of action.

Emergency Care

In the event your child requires emergency care, the following steps will be taken:

1. Administer first aid and complete an accident report for the parents to review when they come for their child.
2. If a non-life threatening injury occurs, parents will be contacted. If unavailable, emergency contacts on your authorized pick up list will be contacted.
3. If a serious accident occurs, which may need medical attention, staff will attempt to contact the parent immediately. If immediate attention is needed, the staff will call first 911, and then the parent. It is up to the paramedics to decide appropriate action. If the child needs emergency treatment, paramedics will transport the child to the nearest medical facility. The parent will be responsible for all medical charges.

Immunizations

Eagle Kids must have access to a record detailing each child's current immunizations or applicable exemption by the date of attendance. Please send in a copy of your child's immunization records. If Eagle Kids Coordinator does not receive a hard copy of immunizations, the Eagle Kids coordinator will look on the MN immunizations site for your child's record.

Medication- (Also see school policy)

We can administer prescription medicines that are in a labeled prescription bottle and are accompanied by a note from the parent or legal guardian. You must fill out a Medication Permission form and turn in before you leave prescription medicine for the staff to administer. A permission form must be filled out in order for staff to administer over the counter medications. All non-prescription medications must be supplied by the parent and will be administered according to the manufacturer's instructions unless provided with written instructions by a licensed health professional to use a product differently. Unused medication will be returned to the parent or properly disposed of. Medications will be stored away from children in the medicine's original container and must be clearly labeled with the child's first and last name. Medications will only be given to the child whose name is on the label and will not be given after the expiration date on the label.

Documentation of the administration of medications whether over the counter or prescription will include:

- Recording child's first and last name
- Recording the name of the medication or prescription number
- Recording date, time, and dosage given
- Recording the name and signature of the person who administered the medication

Eagle Kids will store all medicines, insect repellents, sunscreen and diapering products according to the directions on the original container.

Allergies

If your child has allergies, please indicate this on the registration form including; description of the allergy, specific triggers, avoidance technique, symptoms of an allergic reaction, and the procedures for responding to an allergic reaction. If specific medication is required, the parent or legal guardian will need to provide the medication name, dosage amount, along with the doctor contact information.

Prior to admitting your child (ren) for care, we require documentation of any known allergies. If your child has any kind of allergies (food or seasonal), you will need to fill out an allergy form.

We are required to inform staff of each child's current allergy information. We will require updated information, upon diagnosis, of new allergies as well as, at the time of enrollment for new seasons of care including fall and summer programs. Documentation that staff have been notified will be kept on site.

All allergy information will be available via emergency cards, to all staff on site, on field trips, and during transportation. Food allergy information will be posted in the food prep and serving areas for easy access.

Arrival & Departure

Please have your child dropped off by 10am. After 10am I can not guarantee a spot for your child, unless other arrangements have been made.

You will use the BrightWheel app to sign in/out your child. When you get an invite for Brightwheel you will need to make a username and password. You will be given a special code that is linked to only you. If you have someone else pick up your child they will need to be added to your account to be able to receive a code. There will be a QR code in the entry way that you will scan at the time of arrival/departure.

Please remain with your child until they have been received by a staff member. When picking up your child, again make contact with a staff member and sign out through the Brightwheel app as you are leaving the premises. Attendance must accurately reflect who is on the premise and in our care at all times. Your child is legally viewed to be in our care while on the premises and you will continue to be charged for extended care hours. Students, siblings and visitors must remain with parents during these transitional times. When departing, be sure your child does not exit the building unless they are in your immediate company. If someone else will be dropping off or picking up your child, please let them know of these responsibilities.

Your child will be released only to people listed on the Authorized Pick-Up list unless staff have been notified otherwise by the Program Coordinator. In an emergency, please call to inform the staff if someone other than an authorized person will pick up your child. Eagle Kids staff are required to ask for identification from anyone attempting to pick up a child. If an unauthorized person attempts to pick up, you will be contacted. If you cannot be reached, your child will need to remain at Eagle Kids until you or an emergency contact person arrives. You may add or remove any person from your authorized pick up list by contacting the Eagle Kids Program Coordinator. If a sibling is sent to pick up a child, they must be at least 16 years of age AND listed on the pick-up list.

Field Trips and Transportation:

Eagle Kids plan various field trips during the year. Transportation drivers are certified by the school district and have completed training in safety as well as have a valid driver's license. All vehicles used are district vehicles that are inspected on a regular basis and monitored by the district. We will transport children requiring a car seat when the parent or legal guardian provides a seat meeting the Minnesota State Law requirements.

Discipline and Guidance Policy

At Eagle Kids the term *guidance* is used for several reasons. It is a positive term and implies working with the children to develop internal control of their behavior. Our goal is to encourage the children to become creative, independent, responsible, and socially mature human beings. This involves learning to make responsible choices and accepting the consequences of such choices. Guidance takes several forms within our program:

- **Environment**-A place designed for children. Each item is age-appropriate: furniture size, large and small manipulatives, and supplies required for hands-on experiences.
- **Logical Rules**-Such as keeping our hands to ourselves and taking care of the learning environment. These are discussed with the children as well as why such rules are needed.
- **Curriculum**-Is developmentally appropriate, based on the children's interest and level of readiness.
- **Positive Behavior**-We reinforce the behaviors we wish to see repeated.
- **Redirection**-Often interesting to a child in another activity can eliminate potential difficulty. We might ask a child to help us or send a child to a different area to play.
- **Positive Reminder**-Telling the children what we want them to do rather than using "no" or "don't."
- **Removal Time**-Occasionally, as a last resort, a child needs to be removed from the situation for a brief time out. This allows the child time to calm down and consider an alternate behavior.

Difficult Behavior

We will make every effort to work with the parent or guardian to ensure a cooperative approach for children having difficulties with behavior. We are here to serve and protect all of our children. If staff are unsuccessful at calming or correcting disruptive behavior, parents will be called and may be asked to pick up their child. The following steps may be taken regarding children who display *chronic* disruptive behavior, upsetting to the emotional or physical well-being of another child or an adult.

Steps taken to remedy the difficult behavior:

Verbal Communication to parents: Staff will verbally communicate with parents to make them aware of issue(s). Staff will document the scenario, action taken and contact the program coordinator.

Written Communication to parents: Staff will provide written notice to parents of the problem behavior and provide documentation to the program coordinator.

Initial Consultation: The coordinator may request the parent or guardian meet for a conference. The problem will be defined on paper. Intervention strategies will be discussed. Options for solutions will be agreed upon by the coordinator, teacher, and parent or guardian.

Second Consultation: If the initial plan for helping the child fails, the parent will again be asked to meet with the coordinator, teaching staff involved, and a specialist. Another attempt will be made to identify the problem, and establish a new, or revised approach for solving the problem.

Dis-enrolled: We will make every attempt work with the parent and child. When the previous attempts have been followed and no progress has been made toward solving the problem; for the safety and in the best interest of the child, the child may be disenrolled from the program at the discretion of the program coordinator/director.

Cause for Disenrollment:

1. Repeated physical aggression.
2. Repeated disruption of program activities.
3. Child's behavior prevents the staff's ability to care for the safety & well-being of the individual child or group.
4. Lack of parental involvement or willingness to work with staff to resolve behavior problems.

NOTE: Corporal punishment will not be allowed. This is defined as the use of negative physical touching (spanking, slapping, pinching, etc). No unusual punishment will be allowed such as humiliation, ridicule, threat, or coercion. All cases will be treated individually and will be dealt with according to the situation and age group.

In checking each box, I understand and agree to following: (please check each box you agree to)

- ☐ I agree/understand the operation hours
- ☐ I agree/understand the financial policies and procedures
- ☐ If you are on daycare assistant through the county, you will be responsible to pay the remaining balance that the county does not pay.
- ☐ I agree to keep my credit/debit card on file up to date
- ☐ If a payment is not paid in full on Friday, I understand there will be a \$20 late fee
- ☐ If payments are more than two weeks past due and no payment plan made or payment plan broken, your child will be dismissed from the program .
- ☐ Drop-ins require at least 24 hour notice to avoid drop-in rate and need at least 12 hour notice of schedule changes.
- ☐ I agree/understand that Lil' Eagles/Eagle Kids closes at 6:00 pm. A \$20 late fee per child will occur along with a \$2 per minute per child after 6:00pm.
- ☐ I agree/understand that it is my responsibility to walk up to the building/side door at drop-off and pick-up.
- ☐ I agree/understand the disenrollment policy
- ☐ I grant permission for my child's picture to be taken and used for promotional use. Such as our school website, our local newspaper and the community education facebook page.
- ☐ I prefer Lil' Eagles/Eagle Kids not use my child's photo for any advertising purpose.
- ☐ I grant permission for my child to go on walking trips.
- ☐ Lil' Eagles/Eagle Kids staff has my permission to seek Emergency Medical Care in the event of an emergency and can have my child transported to the nearest hospital.
- ☐ I agree to release Lil' Eagle/Eagle Kids and its employees of any liability for accidents or injuries. I understand that I will be responsible for all medical expenses.
- ☐ Lil' Eagles/Eagle Kids staff have my permission to administer the following
 - ☐ Sunscreen
 - ☐ Bug Spray
 - ☐ Lotion
 - ☐ Antibiotic Ointment
 - ☐ Neosporin Cream

By signing below or clicking this link [Parent Handbook](#) I agree to the following Lil' Eagles/Eagle Kids Parent Handbook policies and procedures and I have no further questions or concerns.

Parent Signature

Date