Kid Care & Spartan Spot

ROCORI Public Schools
Community Education

Community Education Office: 320-685-8631 Revised: August 2026

"Rocori Community Education recognizes the community is made up of a diverse group of people (racially, culturally, and socially-economically) with varying abilities, talents, needs, and goals. We are committed to meeting the needs of the diverse interests of our community, allowing them to achieve their full potential as valued and productive members of society."

Welcome

ROCORI Community Education would like to take this opportunity to welcome your family to ROCORI Child Care. We all have a common goal – to create a safe, friendly, structured atmosphere where our children are encouraged to pursue their own interests, develop friendships, and grow in confidence, independence and respect for themselves and others. This common goal is what ROCORI Child Care is all about.

This handbook outlines what you may expect from ROCORI Child Care and what ROCORI Child Care expects from you in return. We hope it will be helpful and we welcome your suggestions for future handbooks. Please be aware that ROCORI Community Education reserves the right to amend policies at any time and it is recommended that you reference this handbook and registration information for current administrative policies pertaining to your child's enrollment or check with the Program Coordinator for policies pertaining to the care of your child.

We work hard to ensure your family's experience with ROCORI Child Care is an enriching, delightful experience.
Please take the time to go through this brief handbook which includes policies and procedures. Let us know if you have any questions!

Welcome to ROCORI Child Care!

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Community Education Program Coordinator: Libby Bell belll@rocori.12.mn.us 320-685-8631 x 5178	Community Education Administrator Steph Ruegemer ruegemers@rocori.k12.mn.us 320-685-8631 x 5138

PROGRAM INFORMATION

Days and Hours of Operation

Kid Care and Spartan Spot are open Monday-Friday 6:30 A.M - 5:30 P.M

School year contracts run September-May (dates vary)

Summer contracts run June-August (dates vary)

Rates

Kid Care:

School Year: Preschool Day $22.25 Non-Preschool Day $29.25

All Day PreK Students: Before Preschool (6:30-8:15 AM) $5.00
After Preschool (2:45-5:30 PM) $12.00

Summer $29.25

Spartan Spot:

School Year: Non-School Day $28.25 Before School $4.25 After School $12.00

Summer: $28.25

Location

Kid Care:

District Education Facility (DEF)

527 Main Street

Cold Spring, MN 56320

Spartan Spot:

Cold Spring Elementary (CSE)

601 Red River Ave N

Cold Spring, MN 56320

Registration

How to register:
Online: http://rocori.ce.eleyo.com

If you have already created an account for another Community Education program, you may use that account to register. If this is your first time, the program will walk you through the registration process.

Openings are filled on a first–come, first-served basis.

Contracts and Attendance

Kid Care: All contracts must be on a consistent schedule during the school year. During the summer, we run a pick-your-day schedule. Schedules must be updated by Thursday for the following two weeks. You are only charged for the days you need care if the schedule is updated before invoices are sent.

Spartan Spot: We run a pick-your-day schedule. Schedules must be updated by Thursday for the following two weeks. You are only charged for the days you need care if the schedule is updated before invoices are sent.

Invoices are sent bi-weekly on Fridays for the upcoming two weeks. If your child is absent due to illness/vacation, you must call the Community Education office or email the Site Leader or Program Coordinator to report the absence before their typical arrival time at Kid Care or Spartan Spot. We will not reimburse you for any absent days. No refunds/credits will be given once invoiced.

Non-School Days

Registration for each non-school day is separate from contracted days and available for registration after the start of the new school year. Each child must have an active contract and register in advance for each non-school day. Drop-in care is not available.

Staffing

We are committed to staffing our program with qualified and caring staff. All staff must pass a criminal and child protection background check and complete first aid and CPR training. Kid Care strives to maintain a 1:10 ratio. Spartan Spot strives to maintain a 1:15 ratio.

Supervision

Staff must supervise each child at all times. Staff are responsible for the ongoing activity of each child, appropriate visual or auditory awareness, physical proximity, and knowledge of activity requirements and each child's needs. Staff must intervene when necessary to ensure a child's safety. In determining the appropriate level of supervision of a child, staff must consider: (1) the age of a child; (2) individual differences and abilities; (3) indoor and outdoor layout of the child care program; and (4) environmental circumstances, hazards, and risks.

What to Bring

Please remember to *label* each item that your child brings to Kid Care and Spartan Spot (*even jackets and extra clothing!)*

Clothing and Personal Belongings

- Your child should be dressed for active and participatory play.
- Your child should wear sturdy, protective shoes, which allow them to run and climb.
- Children go outside most days, so please dress your child appropriately for the weather.
- In the winter, a warm jacket, hat, and mittens are needed every day. Snow pants and warm boots are important whenever there is snow on the ground.
    - If you are unable to provide weather related items, please visit the ROCORI Community Closet in the District Education Facility, or reach out the Community Education office.
- Extra clothes—please make sure that your child has at least one set of seasonal clothes in their backpack.

POLICIES AND PROCEDURES

I. Eligibility Policy

A. Kid Care through ROCORI Community Education is a childcare program for students 33 months+ and attending ROCORI Little Spartans Preschool.
    a. Kid Care students entering Little Spartans Preschool in the fall are eligible to attend the summer prior.
    b. Students attending Kid Care must meet all behavior expectations, and toilet training requirements listed below unless other accommodations are needed per review with the Community Education Administration.
B. Spartan Spot through ROCORI Community Education is a school age childcare program for students entering or in grades K-5 in the ROCORI Community.
    a. Spartan Spot students entering kindergarten in the fall are eligible to attend the summer prior. (Students currently attending Kid Care but attending Kindergarten in the fall must move to the school age childcare program, Spartan Spot.)
C. ROCORI Community Education child care programs do not discriminate on the basis of race, creed, or national origin in its enrollment policies.

II. Right of refusal

A. ROCORI Community Education reserves the right to reject registration or discontinue participation in child care programs due to matters such as:
    a. Ongoing discipline or behavior concerns, violations of school policies or state laws.
    b. Delinquent payments, submission of schedules or similar circumstances.
    c. Staff determines that the program cannot meet the needs of the child.

III. Program Accommodations

A. If your child is on an IEP, and in need of accommodations we request a copy of the IEP and will work with parents to best serve your child's needs.
    a. The child's start date may be delayed in order for child care staff to arrange proper accommodations.
B. Information regarding a child's needs will not be used to prohibit a child's enrollment, unless it is determined they will need significant assistance beyond program capabilities and safety.
C. Parents must provide a written schedule indicating drop-off/pick-up times specific for their child at least two weeks in advance to staff appropriately.

IV. Behavior Expectations

A. Kid Care follows the same behavior philosophy as Little Spartan Preschool, which is called the "Little Spartan Way." Participants are expected to be respectful, honest, kind, responsible, and fair.
B. Spartan Spot follows the same behavior philosophy as the ROCORI Elementary Schools, "The Spartan Way." Participants are expected to be respectful, honest, kind, responsible, and fair.
C. **Discipline Procedures:**

a. ROCORI child care uses the Conscious Disciple model to guide behaviors which focuses on building emotional intelligence and self-regulation. The following steps are taken when behavioral concerns arise:
    i. Verbal warning: The child may receive a verbal warning or lose privileges/time away from the group.
    ii. Written report: A written report may be created, and a parent/guardian will be contacted.
    iii. Parent meeting: A meeting with parent/guardian will be scheduled to discuss behavior and possible solutions.
    iv. Removal from Program: If the behavior continues, the child may be removed from the program.

D. **Circumstances Requiring Disciplinary Action**:
    a. Threatening Behavior: Physical aggression (hitting, pushing), verbal threats, inappropriate gestures, or disrespectful language.
    b. Property Damage: Destruction or misuse of property, including technology.
    c. Lack of Self-Control: Angry outbursts, refusal to follow directions, or leaving the group or property without permission.
    d. Harassment/Intimidation: Verbal or physical actions that could be seen as harassment or intimidation.
    e. Safety Concerns: Any behavior that puts the physical or emotional safety of others at risk.

E. If necessary, a parent may be asked to pick up their child within 30 minutes. Repeated or serious behavior issues may result in removal from the program. If your child purposely damages property during Spartan Spot, you may be required to cover the cost of repairs or replacements.

F. A participant may be suspended or terminated from the program at any time. Refunds for days suspended or prepaid will not be given. Additionally, a child may lose the ability to attend field trips if inappropriate behavior has occurred.

G. **Behavior guidance.** The certified center must ensure that staff and volunteers use positive behavior guidance and do not subject children to:

(1) corporal punishment, including but not limited to rough handling, shoving, hair pulling, ear pulling, shaking, slapping, kicking, biting, pinching, hitting, and spanking;

(2) humiliation;

(3) abusive language;

(4) the use of mechanical restraints, including tying;

(5) the use of physical restraints other than to physically hold a child when containment is necessary to protect a child or others from harm;

(6) prone restraints, as prohibited by section 245A.211; or

(7) the withholding or forcing of food and other basic needs.

V. Toilet Training Requirement

A. When your child begins enrollment in Kid Care, our goal is that they are toilet trained before starting. However, we understand that each child progresses at a different pace and therefore, we ask that if your child is not potty trained that they are actively potty training upon entering Kid Care.
B. By the time they join Kid Care we ask that your student is:
    a. Able to notify staff that they need to use the restroom. Our staff will assist with prompting and reminders as well.
    b. Pull pants/underwear/pull-ups, up and down.
    c. Climb on and off the toilet independently or with a stool.
    d. Wipe independently with verbal cues from staff
C. If your child is on an IEP, and in need of accommodations with toileting, our staff will work with parents to develop a plan to best serve your child's needs.
D. It is developmentally appropriate for children of preschool age to have occasional potty accidents. Please always have spare changes of clothing in your child's backpack.
E. If a child has an accident, our staff will supervise and give any verbal instructions required for the child to clean up himself/herself. In the case of an accidental bowel movement, a parent/guardian may be contacted to help assist your child in getting cleaned up.
F. If you have potty training concerns, please talk with your child's teacher about additional support, including meeting with our parent educator.

VI. Health and Safety

A. Illness
    a. ROCORI child care programs will follow the school district policy to the Health and Safety policy. https://www.rocori.k12.mn.us/services/health-services
    b. Child care program staff will supervise and isolate a child from other children in the program when they become sick and will immediately notify the sick child's parent/legal guardian via phone call and arrange for pick-up.
    c. Child care programs will give notice to the parent or legal guardian of an exposed child the same day the program is notified of a child's contagious reportable disease specified in Minnesota Rules, part 4605.7040, or scabies, impetigo, ringworm, or chicken pox. Notice will be given via email, phone call, or note sent home.

**Isolating a sick child from other children in the program does not mean the child has to be in a separate space. It means the child should not be actively participating in activities with other children while waiting to be picked up.*

B. Immunizations
    a. Children participating in ROCORI child care programs must have a current immunization record (or exemption form) submitted to the program prior to the child's first day of attendance.
C. Medication
    a. Written permission must be obtained from the child's caretaker before child care staff are able to administer prescription and non-prescription medicine, sunscreen lotion, or insect repellent.

b. Nonprescription medicine, sunscreen lotion, and insect repellent are administered according to the manufacturer's instructions unless provided written instructions by a licensed health professional to use a product differently.
c. Medication Administration-
    i. Medication must be kept in the original container with a legible label stating the child's first and last name.
    ii. Medication must only be given to the child whose name is on the label.
    iii. Medication is not given after an expiration date on the label.
    iv. Medication is returned to the child's legal caretaker, or destroyed, if unused.
    v. The certified center must document the administration including:
        1. Child's first and last name
        2. Name of the medication or prescription number
        3. Date, time, and dosage
        4. Name and signature of the staff administering the medication
d. Medication Storage-
    i. ROCORI child care staff will store medicines, insect repellents, and sunscreen according to directions on the original container.

D. Allergies
a. ROCORI child care programs must receive documentation of any known child allergies prior to the first day of attendance from the child's parent or legal guardian.
b. ROCORI child care programs will maintain current allergy records in each child's account including:
    i. Description of the allergy, specific triggers, avoidance techniques, and symptoms of an allergic reaction
    ii. Procedures for responding to an allergic reaction, including medication, dosages, and doctor's contact information
c. ROCORI child care programs inform staff of each child's current allergy information annually and as changes are made.
d. A child's allergy information is available at all times including on site, when on field trips, or during transportation. Food allergy information must be readily available to staff in the area where food is prepared and served to the child.

E. Building and Physical Premises; Free of Hazards
a. ROCORI child care programs and building staff ensure the cleanliness and maintenance of the equipment, furniture and space used by child care programs staff and participants.
b. ROCORI child care program furniture and equipment used is appropriate to the age and size of a child who uses the area.
c. Hazardous items including but not limited to sharp objects, medicines, cleaning supplies, poisonous plants, and chemicals are out of reach of children or in a locked location.
d. ROCORI child care programs safely handles and disposes of bodily fluids and other potentially infectious fluids by using gloves, disinfecting surfaces that come in contact with potentially infectious bodily fluids, and disposing of bodily fluid in a securely sealed plastic bag.

F. Transporting Children

a. ROCORI child care program staff do not routinely transfer children.
b. In the event that child care staff do transfer children:
    i. Transportation companies will be contacted to use their services.
    ii. If ROCORI child care staff drive, the ROCORI District verifies their valid driver's license and ensures compliance with all seat-belt and child passenger restraint system requirements under sections 169.685 and 169.686. All drivers must submit the ROCORI District driving form prior to transporting students.

G. Food

a. The students will be offered breakfast, lunch, and snack while in Kid Care through the Child and Adult Care Food Program.
    i. "In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.
    ii. To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/USDAOASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

    (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; or

    (2) fax: (833) 256-1665 or (202) 690-7442; or

    (3) email: program.intake@usda.gov

    This institution is an equal opportunity provider."

b. Spartan Spot students must bring their own morning snack, lunch, and afternoon snack on non-school days and throughout the summer.
    i. Before and After School - Spartan Spot does not serve breakfast. Students have the option to eat breakfast at the elementary school they

attend. Students may bring a light afternoon snack from home to have after school.

VII. After School

A. **Missing Student:** When a child does not arrive at Spartan Spot after school as expected staff will-
   a. Check with school staff to verify the child's attendance at school.
   b. Check with office staff and classroom teachers if the student accidentally got on the bus.
   c. Thoroughly search the school.
   d. Call the parent/guardian.
   e. Call local police if the child is not found.

B. It is important that staff know if your child is not coming when scheduled. If your child is absent and you have not informed the site staff, your account will be assessed with a $20 Finder's Fee. Please also call Spartan Spot when your child is absent from school.

C. **Dyregulated Student End of School Day:** When a student is too dysregulated at the end of the school day to follow their normal after school routines, or to get on the bus, a special education teacher, administration, or team member (teacher, related services, secretary, etc) will make the call for pick up to parents. They will communicate with **Spartan Spot** that the child was picked up and will not be in attendance for that day.

VIII. Emergency Preparedness

A. ROCORI child care programs hold an emergency plan created with the Child Care Emergency Plan form developed by the commissioner.

B. Child care emergency plans are available for review upon request by the child's parent or legal guardian.

C. ROCORI child care trains all new staff prior to their start date, and each staff member annually on the identified emergency plan. ROCORI child care tracks this information internally.

D. ROCORI child care conducts and documents at least one evacuation drill and one shelter-in-place drill quarterly.

IX. Reporting

A. Mandatory Reporting: Child care staff are legally required or mandated to report any signs of maltreatment or neglect. The responsibility of reporting cannot be shifted to a supervisor or another employee. If staff have reason to believe a child is being or has been neglected or physically or sexually abused within the preceding three years, they must immediately (within 24 hours) make a report to an outside agency.
   a. ROCORI child care must inform the commissioner within 24 hours of:
      i. The death of a child in the program
      ii. Any injury to a child in the program that required treatment by a physician
   b. Contacts:
      i. Maltreatment within ROCORI child care, contact: Department of Children, Youth, and Families, Division of Licensing Maltreatment Intake line at (651) 431-6600.

ii. Maltreatment within the family, foster care, family care facility, or community, contact Stearns County Human Services at 320-656-6000 to make an oral report. Use the Stearns County Human Service document to submit a report in writing to 320-656-6220 (fax).
iii. ROCORI Child Care Certification violations, contact: Department of Children, Youth, and Families, Division of Licensing at (651) 431-6500 or (651) 539-8300.

B. Staff Training
    a. ROCORI child care programs must provide training to all staff related to the mandated reporting responsibilities as specified in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556). ROCORI child care programs document this training in individual personnel records and monitor implementation by staff.

X. Contact Information

A. An enrolled child's parent or legal guardian is allowed access to the child at any time while the child is in care.
B. It is important to ensure the contact information in your Eleyo account is current. This includes parent and/or legal guardian contact information and the contact information of emergency contacts and/or authorized pickup people. In case of emergency, the information provided in Eleyo is what is used.
C. Authorized Pickups – Children will only be released to parent, legal guardian, or an authorized pickup in your online account. In an emergency, you may call us with the name of an authorized pickup. Authorized pickups must be at least 18 years of age. All authorized pickups must show an ID. Please note that an emergency contact should also be listed as an authorized pickup; however, you need to enter a contact as both in our system.

XI. Weather Policies

A. If ROCORI Public Schools are CLOSED prior to 6:30 a.m., Kid Care/Spartan Spot will be CLOSED all day.
B. If ROCORI Public Schools are two hours late; Kid Care/Spartan Spot will communicate opening time.
C. If school closes after 6:30 a.m., Kid Care/Spartan Spot will make a decision at that time when they will close.
D. If ROCORI Public Schools have an early dismissal, Kid Care/Spartan Spot will also close early and communicate closing time.
E. If ROCORI Public Schools cancels all after school activities, Kid Care/Spartan Spot will remain open until 5:30 p.m. However, we encourage parents to make arrangements to pick up as early as possible.
F. If the weather should get too dangerous, Kid Care/Spartan Spot will close. The decision will be made by the Community Education Administrator and Superintendent of Schools. When severe weather exists, Kid Care/Spartan Spot staff will make the necessary arrangements to move the children to a safe location.

*Weather related announcements will be sent via text, email, and social media.

XII. Financial Policies

A. A non-refundable registration fee of $30 is paid upon administrative approval of the contract each season.
B. Families will be charged fees based on the rate options provided. Parents/legal guardians (account owners) are responsible for all charges that are incurred.
C. Kid Care/Spartan Spot billing is bi-weekly. No refunds/credits will be given once invoiced. Invoices are sent every other Friday and due Monday prior to the start of the next two weeks care. Invoices will include future days of care and past accrued fees. Autopay is highly recommended to help avoid late fees.
    a. Automatic payments are required unless an individual plan has been set up between the Community Education Program Coordinator and family.
    b. A $20 late payment fee will automatically be applied the day after the due date if full payment has not been received. A $20 late fee will then be added every two weeks till payment is made in full.
    c. No account will be allowed to be more than two weeks past due. If the account balance and the late fee(s) are not received, the child will be withdrawn from the program and caretakers must make alternative childcare arrangements. ROCORI child care is able to add late fees until all fees have been paid in full.
    d. Early Drop Off Fine
        i. Kid Care/Spartan Spot opens at 6:30 a.m. Children can only be dropped off at that time or after. There will be an early fee charged if dropped off before 6:30 a.m.

            6:15 a.m. – 6:29 a.m. = $1 per minute

    e. Late Pick Up Fine
        i. Kid Care/Spartan Spot closes at 5:30 p.m. Children must be picked up by closing time or there will be a late charge: $10.00 every 10 minutes after 5:30 p.m.

            1-10 minutes = $10, 11-20 = $20, 21-30 = $30, etc.

D. ROCORI Community Education reserves the right to discontinue or limit the program due to an individual's nonpayment.
E. Financial Assistance
    a. Kid Care/Spartan Spot accepts the Child Care Assistance Program (CCAP) through Stearns County Family Services. Parents/ legal guardians remain responsible for payments until Kid Care/Spartan Spot receives CCAP eligibility notification, as well as all charges not covered by CCAP.

XIII. Withdrawal

A ten (10) working day written notice is required to withdraw from the program. Families are responsible for paying for the 2 weeks even if the child(ren) is not attending.

XIV. Family Involvement

A. Parents/legal guardians are invited to visit the classroom at any time. If you are interested in participating in classroom functions, trips, or sharing ideas with the class, let the staff know. Adults who participate in childcare activities are required to complete a volunteer background check.

B. **The Community Education Advisory Council:** the perfect avenue to express your views on how we can improve our program! Parents, community members, and Community Education staff come together to share ideas and suggestions regarding the content and quality of Community Education programs.