



Kids' Company In-School Child Care Programming

2018-19 Handbook for Families

Welcome to Kids' Company!

Thank you for choosing Kids' Company and/or WRAP for your in-school child care needs! We understand the privilege and importance of providing care that meets the needs of your family, and meets the needs of your child. We know each child is unique and will provide programming which focuses on the social, emotional, and creative development in a setting and style that is right for them. Rest assured we will take great care of your children and provide them with the types of activities, choices, and recreation they crave.

We are thrilled you have chosen us for your childcare needs. Please contact us if you need anything, we are here to help!

Dara Schrock

Out of School Time Supervisor



Mission & Program Description

Mission

Kids' Company strives to work in cooperation with families, schools and community members to nurture the development of children by providing a program that is fun, safe and accessible.

Philosophy

Parents entrust us to care and support the healthy development of the whole child while they are at work or school. As staff of Kids' Company we keep this very important role at the forefront of our work as we connect with every child and family. Kids' Company is dedicated to supporting all kids. We acknowledge and embrace their individual differences. We strive to create program environments that meet these unique needs and allow for student choice. We believe staff training, communication with children and families, children's input and program evaluation as well as age appropriate and inclusion activities are essential to the success of reaching our goals.

Program Description

Kids' Company and WRAP are the school age child care programs for New Prague Area Schools.

Kids' Company is our in-school before and after school program. This program is offered at each elementary building and provides care to current elementary students, Kindergarten through Fifth Grade. We offer full day programming on select non school days and in the summer(referred to as No Bummer Summer).

WRAP is a full-day experience for preschool aged children in cooperation with the District Preschool program. This is offered during the school year at Eagle View Elementary in Elko New Market and Central Education Campus in New Prague. Full day programming is offered on non-preschool days and in the summer.

Each site leader develops a curriculum with a variety of activities that are based on the needs and interests of the children at each site. Kids have opportunities to provide input into what types of activities and projects are available and the physical makeup of the environment. Allowing children to participate in this way follows best practice, helps to develop independence while fostering community, and keeps kids engaged and interested in what is happening in the program.

Program Hours:

Before School: 6:30AM to school start

After School: school release to 6:00PM

Non-School Days and Summer: 6:30AM to 6:00PM

WRAP Programming and WRAP Non-Preschool days: **6:15** AM-6:00 PM (Central Education Campus)

WRAP Programming and WRAP Non-Preschool days: **6:30** AM-6:00 PM (Eagle View Elementary)

School Year (K-5):

We are open before and after school on all elementary school days at the elementary school buildings.

Non-School Days (K-5):

We offer full day programming at select elementary buildings on most non-school days.

WRAP (Ages 3-5):

We offer full day and wrap around preschool care at the Central Education Campus and Eagle View Elementary.

Non-Preschool Days (Ages 3-5):

WRAP offers full day care for a low daily fee on days when there is no district preschool. Pre-registration using your Eleyo account is required.

Summer: (Ages 3-Grade 7):

We offer full day programming during the summer months at select locations.

Holidays

We are closed all major holidays, including but not limited to: Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, President's Day, Good Friday, Memorial Day and Independence Day.

Program Eligibility, Staffing & Administration

Eligibility

Kids' Company is an inclusive program that makes reasonable accommodations to serve all children. Kids' Company offers programming for children ages 3- grade 5 during the school year and age 3- grade 7 during our summer programming. *All children must be potty trained in order to attend, unless a disability prevents self toileting.* We welcome children of any race, creed or religious affiliation.

We will enroll children with special needs if we can safely and adequately meet their needs through an individually developed care plan. It is the parent's responsibility to identify their child's need so the program can determine their ability to accommodate the needs of your child. The program reserves the right to have appropriate staffing in place to accommodate children who cannot be addressed in regular ratios. Occasionally Kids' Company may not be the best environment for a child. When all interventions have been exhausted and integration has not been successful, the ability of our program to serve the individual will be evaluated by a leadership team.

Staffing Ratios

We follow the ratios of staff to children recommended by the State of Minnesota and the MN School Age Child Care Association. Independence will be encouraged by allowing children to do things for themselves, but a staff member must be present at all times.

Preschool: 1 to 10

Kindergarten: 1 to 12

Grades 1-5: 1 to 15

Mixed Ages: For mixed age group we staff in accordance with the youngest age group present.

Non-School Day Events: Staffing is increased and determined by the activity or type of field trip scheduled.



Site Staffing

Kids' Company has 4 levels of staff that may work directly with your child:

- OST: Site Coordinator
- OST: Activity Leader/WRAP Leader
- Community Services Paraprofessional
- High School Helper

Our staff are well trained and love children. Each member brings skills and knowledge that enhance each program. All of our staff receive training that is relevant to the work they do..

Site and Administration Directory

Central Education Campus (WRAP)

952-758-1743 (2 years before K)

952-758-1765 (1 year before K)

952-758-1766 (1 year before K)

Falcon Ridge Elementary (K-5)

Lisa Nordrum: Site Coordinator

Office: 952-758-1775

Site: 952-758-1618

Raven Stream Elementary (K-5)

Beth Braith: Site Coordinator

Office: 952-758-1719

Site: 952-758-1577

Dara Schrock

Out of School Time Supervisor

952-758-1735

dschrock@isd721.org

Aga Franek

Registration and Billing Coordinator

952-758-1731

afranek@isd721.org

Eagle View Elementary (WRAP)

952-758-6022 (2 years before K)

952-758-6063 (1 year before K)

Eagle View Elementary (K-5)

Roberta Stockwell: Site Coordinator

Office: 952-758-1778

Site: 952-758-6078

General Community Education

952-758-1734

Janelle Kirsch

Community Services Director

952-758-1733

jkirsch@isd721.org

Program Expectations

Program Expectations

To ensure a successful experience for each child while at Kids' Company, Kids' Company leadership has created expectations for staff, students, and parents.

Staff:

- Provide a safe and welcoming environment for all children
- Accept and support each child for who they are
- Communicate effectively with children, parents and building staff
- Be a positive role model

Parents:

- Read the Family Handbook
- Get to know your child's site staff
- Share information that will help staff best support your child's needs
- Model respectful behavior when communicating and interacting with staff, children and parents

Children:

- Respect self and others
- Communicate to staff your needs to a staff member
- Be accepting of others' differences
- Be respectful of program equipment and property
- Accept the consequences of your behaviors; good and bad

Registration & Enrollment

Registration Process

All children MUST be pre-registered prior to using the Kids' Company program. Registration takes place online at www.npaschools.eleyo.com

Beginning with the 2018-19 Summer programming each account holder will be required to place a credit/debit/savings or checking account on file.

Once you have completed the registration process you will receive a confirmation letter letting you know we have received your contract. Once your contract has been approved you will receive a 2nd email confirmation, it is at this time you will be able to start the program.



Kids' Company reserves the right to delay enrollment due to the need to increase staffing or to gather additional information about the student. Kids' Company also reserves the right to deny or limit service due to non-payment of previous Kids' Company charges. Enrollment is not always guaranteed and is granted on a space available basis.

Registration and Enrollment Fees

If families register during the early bird registration time, registrations fees will be waived.

Upon registration for the Kids' Company K-5 programming you will be charged a \$25.00 registration fee per account. If families are in need of an additional or new t-shirt, which is used on non-school days, you will be charged \$10/shirt.

There is no registration fee for enrolling in our No Bummer Summer program. Upon contract acceptance families will be charged \$20/contract for sunscreen. (family cap of \$40) If families are in need of an additional or new t-shirt, which is used on Non School days, you will be charged \$10/shirt.

As of the 2018-19 school year, there will not be any registration or enrollment fees for WRAP programming.

Contract Options

Kids' Company provides families with contract options that allow you to chose a contract that fits the needs of your family while allowing for the flexibility that is desired. For detailed information about school year and summer contract options, please refer to page 9. For questions on registration and contract options you can contact the Kids' Company Billing and Registration Coordinator at 952-758-1731.

Schedule changes can be requested via your Eleyo account by clicking on "Changing or Modifying Your Schedule". Please submit schedule changes at least three days in advance.

Leave of Absence

Parents may request a leave of absence from Kids' Company for a parent / family leave from work, job layoffs, etc. Parents will not be invoiced while their child is not attending. Please be sure you connect with our Registration and Billing Coordinator at least one week prior to returning to ensure appropriate site staffing.

Student Absence

If your child is going to be absent from Kids' Company for any reason, please remember to notify your child's site leader. You can call the site phone number located on page 2 of this handbook.

General Program Information

Sign In/Out

In order for your child to be legally in our care, you or an authorized adult or sibling over the age of 16 must electronically sign in/out your child. This policy is designed to protect your child. Failure to sign in/out may result in additional fees or termination from the program.

Release of Children

Program staff are required to ask for identification from anyone who is unfamiliar attempting to pick up a child. Staff will not release a child to anyone who is not on the child's authorized pick up list. If an unauthorized person attempts to pick up, you will be contacted. If you are unable to be reached, your child will be held until you arrive or give authorization. You can add/remove people as needed using your Eleyo account.

As another security measure children attending the program will be given two key chain tags which can also be shown at the time of pick up. Staff will continue to ask for identification until they get to know who you are.

If there is a legal situation and there are people who are unable to pick up your child, Kids' Company requires a copy of the court issued paperwork.

Late Pick-Ups:

Kids' Company closes promptly at 6:00 pm daily. Our procedures are as follows:

1. A late fee of \$1.00 per child per minute will be assessed beginning at 6:00pm. The clock on the IPAD will be used in calculating late fees.
2. If we have not heard from a parent/guardian by 6:15pm, the emergency contacts will be called. If we have not heard from a parent/guardian by 6:30pm and the emergency contacts cannot be reached we will notify the local Police Department.
3. It is understood that conditions beyond one's control exist (i.e. inclement weather). If these conditions arise you must notify the site staff as soon as possible and make arrangements for someone else to pick up your child. ***Continued late pick-ups will result in termination of your contract.***

After School

Children who attend the after school program will receive a backpack tag to put on the outside of their backpack to indicate that they are going to attend Kids' Company. If your child is not to attend Kids' Company on a certain day, please be sure to remove the tag.

If your child is going to be absent, for any reason, from the after school program you must notify the site. **(Notifying the school office is not sufficient).**

We are honored to have been chosen to care for your child in his/her out of school time and take the responsibility of caring for your child very seriously. All children scheduled to be in our care must be accounted for; if staff have to spend time locating your child, a \$5 "Finders Fee" may be assessed.



“Like” us on [Facebook](#) for up to date program information and site pictures!

Non-School Days/Non-Preschool Days

Kids' Company and WRAP offers OPTIONAL care on select non-school days throughout the school year. Registration for these days is separate. To guarantee care you must register before the 15th of the month prior. Registration will remain open 7 days after the 15th. Once registration closes you will need to email afrank@isd721.org to confirm space and register. Registration after the 15th of the month is not guaranteed. NSD registration will be closed 10 days prior to the date of the trip. We will not accept registrations or cancellations after this date. At this time you will receive an invoice for your registered days. Cancellations of NSD's can be done up to 10 days prior. Refunds will not be given after this time.

Upon registering for non school days you will receive an email confirming your request, this email does NOT indicate an acceptance for the day. Once your request is reviewed you will receive a second email. This email indicates your request has been accepted and your child/ren are registered to attend.

If you have not received this second email, please do not show up at the site. Staffing, admission costs and transportation are determined based on the number of children who have registered by the 22nd of the month previously. If you are in need of care and have not received the second email you will need to call the site and speak with the lead to make sure they can add your child/ren in.

You will be notified in advance of field trip dates, destinations, fees and expected times of departure/return. It is essential to arrive with adequate time before departures as Kids' Company will not delay a departure to wait for late arriving children. Please do not send additional money with your child unless informed that you may do so. Children may also participate in local walking trips. Families will be provided details about these trips in advance.

During non-school days children will be served a light breakfast and a nutritious afternoon snack. Lunch should be brought from home.

WRAP Non-Preschool Days

August 27-31	February 15
October 18-19	March 15, 25-29
November 2, 9	April 11, 22
December 26-28	May 20-24
January 22-25	May 28-30

K-5 Non School Days

August 27-28	February 15
October 18-19	March 15, 25-29
November 2, 9	April 22
December 26-28	

Field Trips

When an off site field trip is scheduled, it is important you arrive to the site at least one hour prior to the departure time. This time is used to properly prepare children for the trip and to ensure your child will not miss the bus.

The following are needed for non-school days:

- * Program t-shirt is required for all off-site trips during the school year
- * Bag lunch if the trip will cross over into the lunch hour
- * Appropriate clothing and shoes for the weather and trip
- * Swimsuit and towel for water activities

Outdoor Play

Children will be going outside each day for play and recreation, weather permitting. Please be sure to send clothing appropriate for the weather.

Parent Communication

Important information including; invoices, newsletters and other reminders will be sent to the email addresses listed on your child's contract. Many times sites will also have posters or signs advertising important information regarding your child's time with us.

Payments & Fees

Tuition and Invoices

Kids' Company K-5 programming is a post-pay program and invoices will be emailed to the account holder by the 5th of the month with payments due by the 15th, or the Monday after, if it falls on a weekend. Delinquent accounts may be suspended until payment is made.

Kids' Company WRAP programming is a pre-pay program with invoices emailed on the 3rd Monday of each month beginning in August-April. Payments are due by the 1st. Delinquent accounts may be suspended until payment is made.

No Bummer summer programming is invoiced two times per month as a post pay program. Payments are due within 5 days of receipt of invoice. Delinquent accounts may be suspended until payment is made.

If you do not have access to email or a computer, please contact the Registration and Billing Coordinator at 952-758-1731.

Accounts which are one month behind on payment are sent to a past due account recovery agency. This agency helps us to collect past due monies. If no payment has been made after 90 days accounts are sent to collections.

Kids' Company Additional Fees

Late pick up: \$1 per minute per child

Late Payment Fee: \$15 per month

Payments received late will be subject to a Late Payment Fee. Kids' Company reserves the right to discontinue or limit use due to failure to meet payment obligations.

Finder's Fee: \$5 per occurrence after the 1st occurrence (after school only)

If a parent fails to notify Kids' Company when their child will not be attending the program, they will be charged a fee. No credits are given for absences.

Contract and Rates

K-5 School Year Programming

Option 1 - Set Schedule Contract:

Services are needed on specific days of the week, each week. Days cannot be switched from week to week.

Option 2 - Pick your Days:

This contract accommodates families with a variable schedule. Parents will use their Eleyo account to add or remove days. Modifications to your child's online calendar must be done 3 days prior to the needed change.

Option 3 - Drop in:

If you only need care occasionally, wish to use us as back-up care or are typically not able to schedule in advance, then you will use the program on an occasional basis. Care is based on availability at the site and may not be approved if over ratio.

WRAP School Year Programming

Children using our WRAP programming must also be enrolled in a district preschool class. Once you have been placed in your preschool class, you will receive care for those same days. If you would like to add on additional WRAP days or Non-Preschool days you can do so for an additional fee. Accounts must be current in both programs in order to continue using WRAP services.

2018 Summer Programming

Pick your Days:

All families will be using a Pick your days contract. You will be able to add and/or remove days up to 2 days prior. This allows families to use the program in as flexible of a capacity as needed. Contracts are required to choose a minimum of 20 days during the summer program.

Payments

Automatic payments are the simplest and fastest way to pay for your invoice. To sign up for autopay please log in to your Eleyo account or call the Registration and Billing Coordinator at 952-758-1731.

-or-

From your invoice you can click on Make Payment and a secure website will open allowing you to use a Debit or Credit card.



-or-

Check payments can be dropped off at your program site or mailed to the Community Education office.

Kids' Company
% Aga Franek
410 North Central Avenue Ste. 300
New Prague, MN 56071

-or-

Cash payments can be dropped off at our main office location, address listed above. Cash payments will not be accepted at sites.

Tax Information

You are able to print off your tax statement anytime after January 31st using your Eleyo account. If you would like a paper copy mailed to your home, please call our Billing and Registration Coordinator at 952-758-1731.

If you are enrolled in a Flex benefit plan, forms may be emailed or faxed to the Billing Coordinator at afranek@isd721.org or 952-758-1739.

Delinquent Accounts

Kids' Company is a self-supporting program that needs prompt payments to meet expenses. If payment has not been received within 30 days the following process will be followed;

1. Payments not received on the due date will receive email communication within one week to remind you of your past due balance.
2. A second email reminder will be sent to all unpaid accounts one day prior to the next month's invoices being sent. At this time you will need let us know what your plan for payment is. All payment plan payments must be processed by our office.

After 60 days of non-payment accounts will be given final notification and services will be suspended until the account is paid in full.

Financial Assistance

Kids' Company does not provide scholarships or tuition assistance.

Kids' Company does offer reduced rates for children who are receiving free or reduced lunches. Proof of qualification must be provided to the Billing Coordinator. Please call 952-758-1731 for additional information.

Tuition Credits

Childcare fees are due whether or not your child is in attendance. Credits will not be given if your child is absent due to illness, arrives late, or is picked up early.

Tuition credits will only be given for:

- Long term illness that extends beyond one week , for other circumstances please call.
- A snow day credit will be given for all snow days after the 1st snow day.

Parent Involvement/Communication

Parent Feedback

The connection and communication between home and Kids' Company is vital to the success of your child. Please feel free to share any information at any time that may affect your child's time with us at Kids' Company. Kids' Company values parent input. If you have suggestions for activities, comments or concerns regarding the program, please first contact the Site Coordinator at the site and if unsatisfied please call the Out of School Time Supervisor at 952-758-1735.

Tours

Families may request a tour with the site prior to attendance or at any time while the child is enrolled, these can be done during our business hours of 6:30am-6pm.

Outside Child Care services (Babysitting)

While Kids' Company cannot prohibit employees from providing child care services outside our program and hours, it is strongly discouraged. Kids' Company will not be responsible for any acts or omissions of a Kids' Company employee should they provide families with outside services.

Release of Information

The Minnesota Data Privacy Act governs the New Prague Area Schools Kids' Company programs' release of information. All data about its staff and students are considered private and will not be released without written permission.

Mandated Reporting

All employees of Kids' Company are required by state law to report any suspicion of abuse, neglect, or maltreatment to the local authorities. A mandated reporter who knows or has any reason to believe a child is or has been neglected or physically or sexually abused and fails to report is guilty of a misdemeanor.

Photography Release

Often we take photos of the children while they are participating in different activities and events. These photos may be used in various manners, including social media, marketing materials or the local newspaper. If you would like to opt out, please send a written/typed statement to the Out of School Time Supervisor.



Behavior Guidelines

It is the goal of Kids' Company to provide a safe, caring and inviting environment for children and staff. Consistent effort will be made to meet the needs of all students and their parents/guardians. Our staff will use a variety of techniques outlined below if a child demonstrates behavior which has a negative impact on the child or others:

Prevention: Every effort will be made to make reasonable adjustments to the program to accommodate the unique needs of each child. Adjustments may be made in these four areas:

- Environment
- Grouping of children
- Activities
- Staffing

Positive Redirection: Staff will help the child identify acceptable alternatives to unacceptable behavior and help the child understand the impact of his/her behavior on self and others.

Modeling: Staff and peers provide positive modeling of appropriate behavior. Children learn to take responsibility for their actions.

Setting Limits: Simple behavioral expectations are established for the site. Staff will:

1. Tell children what is expected of them in a positive, yet firm manner.
2. Make sure children understand what the expectations mean.
3. Apply expectations consistently and appropriately.
4. Use natural and logical consequences (loss of privileges, apologies, etc).

Examples of harmful/inappropriate behaviors may include;

1. **Behavior which directly or indirectly threatens a person's right to be safe**
 - a. Any form of aggression.
 - b. Verbal threats, disrespectful language or other harassing behavior.
 - c. Inappropriate touching of a person's body or belongings, inappropriate gestures.
 - d. Bullying or bullying-like behavior.
2. **Behavior which keeps staff from fulfilling their ability to be available for all children**
 - a. Removing self from group or program area without staff approval.
 - b. Demonstrating lack of self control with anger.
 - c. Blatant disrespect or absolute refusal to respond to staff person in charge.
3. **Behavior which intentionally causes destruction of property**
4. **Harmful/Inappropriate Behavior on Field Trips**
 - a. If a child displays harmful/inappropriate behavior on a field trip, the child's parent or guardian will be called immediately to pick up the child at the field trip or school site and arrange alternative childcare.

Behavior Incident Report

A child may receive an incident report based on the situation and the behavior(s) displayed. An incident report documents the infraction and is kept on file for one full season.

1st Behavior Incident Report:

Child, parent/guardian and site staff will discuss the behavior to resolve the situation. If a second notice should occur, a parent meeting will be scheduled to discuss the best ways to set the child up for success going forward.

2nd Behavior Incident Report:

Parent/Guardian will be contacted to set up a meeting and a plan will be set. (The process will continue should a parent/guardian refuse to attend.) If a third notice should occur, the child will be suspended from the program for 3 days. (charges will still be incurred)

3rd Behavior Incident Report:

Parent/Guardian will be notified via phone and in writing that the child will be suspended for 3 days as of the next scheduled day. (Charges will still be incurred). If a fourth notice should occur the child's contract will be withdrawn and charges will end with the last date of service.

4th Behavior Incident Report:

Parent/Guardian will be notified by phone or in person that alternate care will need to be found immediately as the child will not be allowed to return to the program.

After 1 full calendar year of absence from the program following the 4th Behavior Incident Report, a child may be considered for re-entry into the program if the following criteria are met;

1. A goal-setting meeting will be scheduled to discuss a successful return to the program.

Suspension Guidelines

Prior to suspending a student from Kids' Company or WRAP our administration team will consider the following;

- Types of behavior (physical aggression, leaving program area which are consistent and a long term safety concern)
- Length of behavior
- Number of staff to manage behavior
- Open lines of communication with the family
- The intention is to allow time to make a plan for the future
- Re-entry meeting

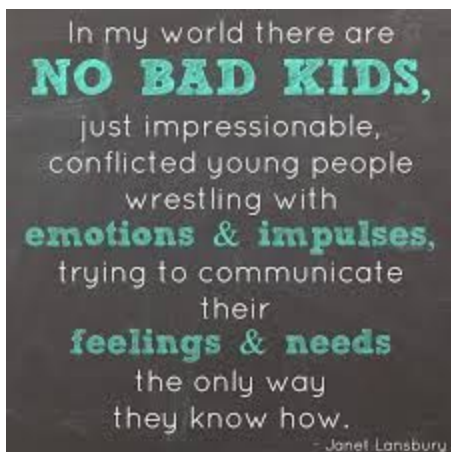
Termination of Care

Kids' Company or WRAP may may not be the correct placement for all children. Prior to terminating care for any of our students our administration team will exhaust all options including; behavior tracking, family conferences, additional or different interventions, safety of students.

Note About Your Child's Day

1. These forms are great for notes home! Kids love to get positive Note About Your Child's Day. (Johnny had an awesome day today! He was the snack helper and organized the milk! Thank you Johnny!)
2. They can also be used as reminders, (Johnny is out of sunscreen.) or letting the parent know of a minor problem, (Johnny urinated in his pants today. His soiled clothing is in a bag in his locker.)

Inclusion



Kids' Company values children with disabilities as an integral part of our diverse community. Children with special needs have the same needs as other children but often have fewer means of fulfilling them. Making friends, challenging their minds creatively and intellectually, broadening their horizons, and developing strong positive ties with Kids' Company staff are needs common to all children in our care.

Ongoing communication with the child's family and the site staff is important for success. Parents are the best source for knowing the needs and techniques for their children. With appropriate advanced planning, children with special needs are welcome to participate in Kids' Company.

In order to best meet the child's needs in our setting, families meet the following prior to starting the program:

- Complete information regarding the child's special needs.
- Meet with the Site Coordinator and/or OST Program Supervisor to discuss accommodations and goals.
- Children must be toilet-trained (unless the child's unique learning need or disability prevents independently self toileting).

The Law

All programs have legal responsibilities to actively incorporate reasonable accommodations and to work with all kids. Rules governing our program are outlined in laws and acts listed below.

- ADA
- Rehabilitation Act of 1973 (Section 504)
- IDEA

Our Philosophy and Approach

Our approach and communication is always positive. Offer support to assure student's needs are addressed.

- All staff are expected to work with all children. Additional staff may be put in place in order to lower the ratio which allows all staff additional time to assist students with special needs. All staff are expected to support inclusion and perform responsibilities which may include toileting or intervening in escalated situations.
- All staff are expected to consistently model a welcoming attitude and respectful inclusion which is extended to students AND their families.
- Encourage all students to actively engage in age-appropriate, inclusive activities and will provide reasonable accommodations as needed for successful physical and social inclusion.

Registration and Intake Process

The Site Coordinator will work with each family to ensure we are taking the correct steps in helping their child feel success in Kids' Company. During this time we recognize you are the experts and we will partner with you to help your child be successful within Kids' Company.

Accommodations

Kids' Company will make reasonable accommodations to our program without undue burden, significant alteration of program or significant expense. Some reasonable accommodations may include;

- Visuals
- Breaks
- Modify structures
- Lower ratios
- Cues
- Fidgets and other tools

Health and Wellness

Illness Symptoms

Children who are ill CANNOT attend Kids' Company. You will be contacted to pick up your child if they have any of the following symptoms:

- Vomiting
- Diarrhea
- Fever above 100 degrees

Symptoms which lead the staff to believe your child has a communicable disease. Exposures to communicable diseases must be reported to the site leader. Parents will be notified of infections or communicable diseases at the site according to the Health Department of New Prague Area Schools.

In Case of Illness

If your child gets ill while in the care of Kids' Company he/she will be separated from activities to rest under supervision while you are notified. You are responsible for picking up your child within one hour of being contacted. If you are unable to be contacted we will contact an emergency pick up person. Your child should stay home for 24 hours after symptoms are gone without the use of over the counter relief.

Emergency Care

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

- Administer first aid
- Parents will be contacted. If unavailable, emergency contacts will be notified.
- If a serious accident occurs, which may lead to medical attention, staff will call 911 first and then contact the parent.
- After 911 is called the paramedics will determine the best plan of action.
- The parent is responsible for all medical charges incurred.

Accident Reports

Kids' Company staff members are not liable or responsible for any accidents or injuries that may occur in the absence of negligence by the staff. All District policies will be followed for recording and reporting the incident.

Medications

Purpose: To explain the Medication Policy (Policy 516) of New Prague Community Schools. Health services are committed to maintaining the health and safety of all students. Therefore, strict adherence to the policy and this procedure is important.

1. All prescription and over the counter medication will only be given when the Medication Administration Form (or a comparable form) is completed.
2. The comparable form must include the physician's order and parent/guardian signature for prescription medications and a parent/guardian signature for over the counter.
3. All medication must be supplied in the original bottle with the manufacturer's label clearly indicating dosage, instructions and ingredients.
4. Parents/guardians will notify health services of any change in medication; including if medication is to be discontinued (a new physician's order is needed to discontinue medication).

For students who receive mood altering medications, for example: ● Central Nervous Stimulants (Ritalin, Dexedrine, Cylert, Adderall, Concerta, etc.) ● Antipsychotics (Risperdal, Zyprexa, etc.) ● Anti-seizure medications (Lithium, Depakote etc.) ● Antidepressants (Prozac, Zoloft, Paxil, Celexa, Effexor, Wellbutrin etc.)

In addition to the above items 1 through 4, students who receive the above medications must also have: ● An adult to hand carry the medication to health services in student's building. Or ● An adult will call the student's health services office and report the number of tablets the student will be bringing to school. ● Health services will count the number of tablets received, store the tablets in a locked cabinet and administer the medication as directed by physician.

Allergy Information

If your child has any allergies and requires an epi-pen please make sure Kids' Company staff have one on site. Staff do not have access to the school nurse's office before or after school hours. Kids' Company tries to offer a variety of snack foods so that children with food allergies can eat with their peers. If you would prefer you may bring foods for your child to eat which we will store in a separate location from other foods.

Nutrition Services

Kids' Company K-5 Breakfast

Nutrition Services provides nutritionally sound meals for a fee. These fees will come out of your child's lunch account. If you would prefer, you can chose to send something to eat each morning.

WRAP Morning Snack

Children attending the Central Education Campus will be provided with a small snack at 8:30 each morning. (i.e cereal bar or apple). Families are encouraged to feed them prior to bringing them or providing them with something that can be eaten at the morning snack time.

Eagle View WRAP students can purchase a meal from nutrition services for a fee using their lunch account.

Snack

Each day the children will be served a nutritious afternoon snack that is smart snack safe and meets USDA Guidelines.

No Bummer Summer breakfast, lunch and snack

Kids' Company in partnership with nutrition services will provide nutritionally sound meals each day. Children attending an off-site event that extends over the lunch period should bring a disposable bag lunch.

Emergency/Weather Closings

If inclement weather or an emergency causes closing of the school buildings, announcements will be made as early as possible. You can find closing information using one of the following resources;

Local Television stations
District Website: www.npaschools.org
Emergency Hotline: 952-758-1780

The following announcements are possible:

Two hours late... If school has a delayed start time of two hours, Kids' Company will open at 8:00am. We will remain open until the start of school. If during this time school gets called families will have the option of picking their child up within 2 hours for no additional fee, or we will remain open until 4:00 pm at the non school day rate.

Closing Early... If school is dismissed early due to inclement weather children our after school programming will not open. WRAP families who are already on site will have the option of picking up within 2 hours of closure for no additional fee, or we will remain open until 4:00 pm at the non-school day rate.

Closed... If New Prague Area Schools are closed due to inclement weather, Kids' Company will also be closed. **DO NOT BRING YOUR CHILD TO SCHOOL.**

Evening Activities/Classes Cancelled... If evening activities and or classes are cancelled but school remains in session all day, Kids' Company will remain open until 6 p.m. However, we encourage parents to make pickup arrangements as early as possible for the safety of the children and staff.

