

Kids & Co.
It's the place to go!

**FAMILY
HANDBOOK
SCHOOL YEAR
2025-2026**

**COMMUNITY
EDUCATION**

LAKE SUPERIOR ISD 381

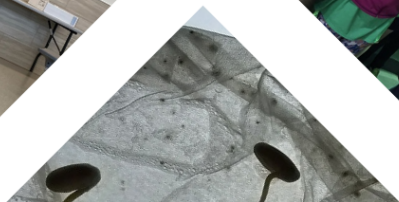


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PROGRAM CONTACT INFORMATION

KIDS & CO - Two Harbors
Minnehaha Elementary School
421 7th Street
Two Harbors, MN 55616
Office Phone - 218-834-8221 ext. 8453
Texting Phone – 218-830-0360

FAMILY RESPONSIBILITIES

To ensure you and your child's Kids & Co. experience is positive, please read through the family responsibility checklist to know what you are responsible for each day.

- Sign your child in and out each day. This means walking your child to the program and formally signing them in and/or out with the Kids & Co staff.
- Notify Kids & Co staff if your child will be absent, attending after-school programs, or picked up early for any reason. Notifying the school office is not sufficient. Parents MUST contact the Child Care Coordinator or the Kids & Co. phone to notify.
- Keep your child's enrollment information up to date. Update contact information, change in address, etc. in your Eleyo account.
- Model respectful behavior when dealing with staff and students. How you speak to others is likely how your child will speak to them too.
- Make sure your child is picked up on time to avoid a late pick-up fee.
- Adequately dress your child for indoor and outdoor play in all weather.
- Label your child's personal belongings.

Failure to follow Kids & Co. policies may result in termination of childcare services.

PROGRAM MODEL

OUR MISSION

At Kids & Co., our mission is to provide an inclusive child care program that supports the needs of each child, their family, and the school. Our programs facilitate the development of the whole child through meaningful experiences and collaborations that build relationships and a sense of community.

CORE VALUES

- We provide a safe, secure, and supportive environment.
- We believe in a program that provides a holistic approach to child development by offering activities that strengthen, expand, and provide real life context to information learned in the classroom.
- We believe in providing children with a structured and safe environment that focuses on responsible behavior, respect for others, and positive attitudes.
- We believe in providing caring and knowledgeable staff who show genuine respect for the children, have confidence in each child's potential and seek to promote the self-esteem of each child.
- We believe that when children are exposed to consistent displays of positive character traits, they will develop a healthy self-esteem and a willingness to help others.
- We believe in engaging in regular communication with parents regarding their child's general well-being.
- We believe that developing strong children will strengthen the foundation of our community.

CURRICULUM

Our curriculum is designed to expand learning beyond the classroom. Students are immersed in hands-on activities that aim to sharpen their critical thinking skills, foster social and personal development, leadership skills and community engagement. Core components represent the broad categories and genres of activities. Activities and projects are developed with participation from youth and offer a balance of structured and free choice opportunities, youth led and adult led activities and a variety of components throughout the week.

CORE COMPONENTS OF OUR CURRICULUM

- Homework Support
- Fitness & Nutrition
- STEM – Science, Technology, Engineering & Math
- The Environment
- Art & Culture

CORE ELEMENTS OF OUR CURRICULUM

- Social Competence & Personal Development
- Character Education
- Literacy
- Diversity & Cultural Awareness

REGISTRATION CHECKLIST

- ☐ Read the Family Handbook for School Year 2025-2026
- ☐ Register your child on Eleyo
- ☐ Turn immunization forms to the Child Care Coordinator or Site Coordinator
- ☐ Turn Medication Authorization Form for any medications and/or allergies to the Child Care Coordinator or Site Coordinator (if applicable)
- ☐ Turn Permission Forms for Program Attendance to the Child Care Coordinator or Site Coordinator (if applicable)
- ☐ Double check your child's schedule in Eleyo

REGISTRATION

Registration must be completed online in Eleyo. After submitting a registration, you will receive an email indicating you have successfully submitted your registration. Once your child's registration has been processed, you will receive a second email indicating that your registration has been accepted. Outstanding balances must be paid in full before new contracts will be accepted.

Registration Fee \$30/child

Registration fees are paid once per season (school year or summer), per child. Payments for these fees are automated and are processed when the registration has been processed. Registrations are typically processed within one week of submission.

PROGRAM SECTIONS & TUITION

Please know we are a self-sustaining program. Without our fees, there would not be a childcare program available.

PRESCHOOL AGE CARE MONDAY – THURSDAY - Preschool care is open for children aged 3 by September 1st and up to their first day of kindergarten. This is on regular school days for Minnehaha

TIME SLOTS	COST PER DAY
Preschool PM Half Day Wrap Care 11:00 am – 3:00 pm	\$18
Preschool Full Day Wrap Care 8:00 am – 3:00 pm	\$32

PRESCHOOL - GRADE 5 - SCHOOL DAYS

TIME SLOTS	COST PER DAY
Early Drop Off 6:30am - 7:00am	\$2.25
Before School Care 7:00 – 8:00 am	\$5
After School Care 3:00 – 5:30 pm	\$10

NON SCHOOL DAYS/HOLIDAY BREAK DAYS

OPTION TIMES	COST PER DAY
Non-School Days/Break Care - <i>select school vacation days, see calendar for actual dates (i.e., MEA, Spring break, etc.)</i> 7:00 am – 5:30 pm	\$40

OTHER FEES FOR THE SCHOOL YEAR

Late Payment Fee	\$20 / account
Late Pick-up Fee up to 10 minutes	\$20 / child
Late Pick-up Fee up to 11 – 20 minutes	\$40 / child
Late Pick-up Fee beyond 20 minutes	Assessed on a case by case basis
Drop-in Fee	\$10 / child + tuition costs
Field Trip	Costs are based upon the individual field trip.

SUMMER

Kids & Co Summer scheduling is different from the school year schedule. Summer at Kids & Co is all about discovery. Each week children can explore nature, find new talents, try new activities, gain independence, and make lasting friendships and memories during a week packed full of exciting, structured, and themed activities. Please stay tuned for more information on Kids & Co. Summer 2026!

PICK-YOUR-DAYS CONTRACT

Kids & Co offers a Pick-Your-Days contract. Billing is based on the schedule entered in Eleyo by the account owner on your Pick-Your-Days contract. Billing is NOT based on attendance.

This type of contract allows the account owner to select on a calendar the dates that they would need.

- 2-day minimum weekly attendance requirement
- This schedule can be updated as needed, provided changes are made prior to that period being invoiced. Schedule changes cannot be made after invoices have been sent.

SCHEDULE CHANGE REQUESTS

A pick-your-day schedule change request can be submitted online through your Eleyo account.

Schedule changes are to be entered into Eleyo by an account owner. Schedule changes must be submitted in advance. Please contact the Child Care Coordinator if you need assistance in submitting a schedule change request.

- PLEASE NOTE Schedule change requests must be submitted prior to that period being invoiced. Please check the attached billing schedule for dates.
- Once a schedule change is submitted, Kids & Co will start the approval process. If your schedule change is approved, the primary owner of the account will receive a confirmation email.

DROP-IN CARE

Kids & Co understands that life happens, and last-minute schedule changes may occur. For that reason, the program offers drop-in care for registered children.

- A child is considered a drop-in if that period has already been invoiced, typically within a 2 week period.
- To register for a drop-in day, please submit a drop-in day request on your Eleyo account at least 3 days in advance.
- If the drop-in day you need is less than 2 days away, please contact the Child Care Coordinator for assistance.
- There is an additional fee of \$10 plus tuition per section for drop-in care.
- You are NOT guaranteed a spot if you drop-in. It is only possible if there is space availability that day.
- If you are adding a drop-in for after school, you must notify the school office and your child's teacher of the change of their after-school plans for that date.

NON-SCHOOL DAYS

Non-School Days are offered on dates during the school year when school is not in session. This includes all regular non-school day Fridays.

Registration for Non-School Days is required and is done online on your Eleyo account. No refunds will be provided for cancellation or for illness after the scheduling deadline.

CONTRACT WITHDRAWAL

- If you wish to withdraw your child from the program, please do so in Eleyo.
- A fourteen (14) day notice is required.
- Tuition will be billed regardless of attendance through the effective dates of withdrawal. All outstanding balances, including amounts billed during the notification period, must be paid in full.
- If you wish to re-enroll in the current season, and there is availability to do so, a re-registration fee of \$30 will be invoiced.

PAPERWORK REQUIRED BEFORE FIRST DAY OF KIDS & CO.

Some paperwork is required for your child to be able to attend Kids & Co. Please read through the following information to determine what forms you need to complete.

IMMUNIZATION FORMS

The Department of Health Services requires any certified and/or licensed childcare program to have current immunization records of the children they serve. To comply with this request, you will be asked to supply a copy of your child's immunization records before they can attend the program.

- **MINNEHAHA STUDENTS IN GRADES K – 5** - If your child is currently in grades K-5 in the 2025-2026 school year and the school district has a current copy of their immunization records, you will be asked if you wish to give permission to Kids & Co. to access those records through the school nurse.
- **PRE-K STUDENTS** - If your child is currently considered PreK in the 2025-2026 school year, you will be required to provide Kids & Co with a copy of your child's immunization records prior to attending the program. This can be emailed to the Coordinator.
- **STUDENTS ATTENDING OTHER SCHOOLS** (i.e. North Shore, Duluth, etc.) - If your child attends a school district other than ISD 381, you will be required to provide immunization records for your child regardless of the grade.

EXEMPTIONS TO IMMUNIZATIONS

If you have a medical and/or non-medical exemption towards immunizations, you **MUST** complete the DHS Immunization Form and have it signed, dated, and notarized before your child can attend Kids & Co.

LETTERS FROM PHYSICIAN/MEDICATION ADMINISTRATION FORM

If your child has asthma, takes medication, or has a severe allergy, the Department of Health Services requires any certified and/or licensed program to have information on file about this. This information must be signed by the child's physician. Please see below for more information on this and send the necessary documentation to the Child Care Coordinator.

- **ASTHMA** – please provide a formal written Asthma Action Plan.
- **MEDICATION** – If your child will need to take medication during their scheduled time at Kids & Co. – you must complete a Medication Authorization Form.
- **SEVERE ALLERGY** – If your child has a severe allergic reaction, please have the Allergy Report Form completed and signed by your child's physician describing the allergy, specific triggers, avoidance techniques, symptoms of the allergic reaction, and procedures for responding to the allergic reaction, including medication, dosages, and a doctor's contact information.

ELEYO ACCOUNTS

- All accounts are managed on Eleyo.
- An adult who sets-up an account is considered the 'account owner.' The account owner is responsible for keeping the account current.
- Account owners are the only authorized persons with access to account information. Owners can initiate payments and add or remove authorized pick up persons and emergency contacts.
- Account owners will receive program information from Kids & Co. via email.

INVOICES

- Tuition is charged based on the schedule you have entered into Eleyo. It is NOT based on attendance.
- Invoices are processed bi-weekly and will be billed for the upcoming weeks based upon your schedule you entered in Eleyo. Payment is due before care is provided.
- Invoices will also include any additional fees from previous weeks (i.e. late pick up fee, late payment fees, field trip fees, etc.)
- Account owners will receive an automated email when an invoice has been posted to their account.
- All accounts are paperless.

PAYMENTS

- Payments may be made online by credit card (VISA, Mastercard, Discover, American Express) or checking or savings accounts. Payments will not be accepted at the program site.
- Account owners must enroll in autopay online in their Eleyo account. Full bi-weekly tuition for all auto-pay accounts will be processed on Fridays except for dates that fall on observed holidays (accounts will be invoiced the next business day).
- Families are expected to keep their account current. If payments are not received in advance child care services may be suspended.
- Late payments will be subject to a late payment fee of \$20.

OUTSTANDING ACCOUNTS

Any account with balances more than 90 days overdue will be turned over to a collection agency. Families may be allowed to re-enroll once all outstanding tuition and fees are paid.

FLEX SPENDING ACCOUNTS

If you have a flex spending account and require a signature from the care provider, please contact the Coordinator. Flex spending forms may take up to 3 business days to be signed.

TAX STATEMENTS

Tax statements can be viewed and printed online in your Eleyo account.

FINANCIAL ASSISTANCE & CCAP

The Child Care Assistance Program provides financial assistance to help families with low incomes pay for childcare so that parents may pursue employment or education leading to employment, and that children are well cared for and prepared to enter school. For more information on or to apply for CCAP please visit the Minnesota Department of Health Services (DHS) website at <https://applymn.dhs.mn.gov>.

Once you have been approved for CCAP, it is the responsibility of each family to:

- Know what you have been awarded from the county.
- Know your co-pay amount.
- Communicate with the county regarding your CCAP account.
- Ensure the balance is paid in full if you go over your allotted amount each month.

Please understand the county is not allowed to share any family/child information with Kids & Co. beyond what your awarded amount of coverage is.

PROGRAM POLICIES

DROP-OFF & PICK-UP TIMES

Kids & Co is open Monday - Friday from 7:00 am – 5:30 pm. In case of an emergency, please contact the coordinator and/or Kids & Co. cell phone at 218-830-0360 for alternative pick up times. We ask that you please drop off your child no later than 9:00am on non-school days.

PICK-UP / DROP-OFF POLICIES

- To maintain safe practices and accept legal responsibility for your child, you or an authorized adult or sibling over the age of 18 must sign your child in and out each day using the Kids & Co attendance iPad.
- Children may NOT sign themselves in and out using the iPad.
- Program staff are required to ask for photo identification from anyone unfamiliar attempting to pick up your child. If a person not authorized attempts to pick up your child, you will be contacted. Staff will only release your child to those authorized on your pick-up list, emergency contacts or local authorities (If necessary).
- Changes to authorized pick-ups can only take place in your Eleyo account or by the account owner notifying Kids & Co in writing of the pick-up changes.
- If you need to pick up your child early due to an emergency or family concern, please text the Kids & Co texting phone at 218-830-0360

LATE PICK-UPS

Kids & Co closes at 5:30 pm. The digital time on the attendance iPad is the time followed.

- If you will be arriving after 5:30 pm, please notify Kids & Co staff and make arrangements for an emergency contact or authorized pick-up person to pick-up your child. We ask that you prepare in advance for poor road conditions due to weather.
- If a child is signed out after 5:30 pm, Kids & Co will assess a late pick-up fee
 - Late pick up 0 – 10 minutes - \$20
 - Late pick up between 11 – 20 minutes - \$40
 - Pick ups more than 20 minutes late will be charged an additional fee.
- If your child is not picked up and you or your emergency contacts cannot be reached after 6:00 pm, local authorities may be called to pick up your child.
- If you are late to pick up your child more than 3 times, a two-week (2) notice of termination may be given for your Kids & Co contract.
- We understand that there are times that emergencies may keep you from picking up your child on time. Please notify Kids & Co. staff immediately of the alternate pick-up arrangements.

LAST MINUTE EMERGENCIES

Kids & Co understands that life happens, and last-minute schedule changes may occur. If your child is scheduled to attend Kids & Co after school but you no longer need care, you must

- Notify the Child Care Coordinator or text the Kids & Co. phone
- Notify your child's teacher
- Notify the school office

Failure to connect with those listed above can lead to confusion for your child and staff at the end of the school day.

AUTHORIZED PICK-UP

Your child's safety is our priority. Always be prepared to show identification at pick-up.

- Authorized pick-up persons are listed on the student's contract in Eleyo.
- If you are the account owner and need to add or remove an authorized person, please log in to Eleyo and make those adjustments. If you need assistance, instructions on how to update authorized pick-ups can be found on the help sheets. If you need further assistance, please contact the Child Care Coordinator.
- If an Authorized Pick Up person is removed, please notify the Child Care Coordinator immediately. **Staff do not receive notifications if an authorized pick up is removed.** It is crucial that you periodically check the list of authorized pick-ups for accuracy and communicate changes with staff.
- If you add a new person, parents/guardians should communicate with staff about this prior to the new adult showing up to pick up your students.

CHILD CUSTODY

- If a child's custody has been awarded to one party, or if the child has joint custody terms, official legal documentation outlining each party's rights must be filed onsite and will be followed as it relates to childcare.
- If someone previously had legal custodial rights but circumstances have changed, notify the Child Care Coordinator. You must provide the program with a legal document that restricts this individual from picking up your child. If an unauthorized person attempts to pick up your child, the coordinator will contact you immediately.
- Kids & Co staff will not serve as a mediator between parties; parents will be responsible for communicating details of care. This is solely the parent/guardian's responsibilities and must be worked out between parental parties.

ABSENCES & NO SHOWS

If you know that your child will not be attending the program, please change their schedule in their Eleyo account or email and/or call the coordinator. The school and/or your child's teachers DO NOT communicate their absences with Kids & Co. It is the responsibility of the parents and/or guardians to communicate that information to Kids & Co.

Tuition is not credited for sick days or other absences. If your child is going to be absent you MUST communicate with Kids & Co to let us know. The school office does not notify Kids & Co. of absences.

WEATHER CLOSURES

An automated phone call and email from the Lake Superior School District will be relayed to alert families of any weather-related delayed start, early release or closings. Information will also be posted on our Kids & Co. social media pages.

- DELAYED START – If the Lake Superior School District has a 2-hour late start, Kids & Co. will also have a 2-hour late start.
- EARLY RELEASE – If weather conditions become poor during the school day and school afternoon activities are canceled, parents must plan to have their child picked up within 1 hour after schools close. Staff will contact parent/guardian regarding the early pickup.
- CLOSING – In the event that the district closes due to severe weather, Kids & Co. will also be closed.

RELEASE OF INFORMATION

While Kids & Co. must obtain and use certain information about participants to plan the best program possible, this need is balanced with the right for privacy for each student and parent/guardian.

- Kids & Co. staff will not share or disclose any personal information regarding a student or their family with any unauthorized persons.
- Communication between Kids & Co. and other relevant district staff may take place regarding your child to promote his or her success in our program.

PHOTOGRAPHY

It is our practice to seek parental consent before including your child's photograph and/or recorded video on a web page or in any publications, or to release any images to the media. During registration, you will be provided with an area to indicate if you give permission. You have 3 choices:

- Yes, to all photography
- Yes, but no social media
- No, no photos at all

This form will be good for one academic year and will remain on file. The photos may be used for bulletin boards, marketing, or advertising, and/or marketing updates posted via social media, website, and/or within the school building.

Should you decide to take back your authorization, you may do so by writing to us. For protection of the privacy of the child, children's names will not be included without direct parent permission.

MANDATED REPORTING

It is the policy of the Lake Superior School District to fully comply with the Minnesota Statue requiring all school personnel to report suspected child neglect or physical or sexual abuse. All Kids & Co. staff are mandated reporters.

TRANSPORTING CHILDREN

Under no circumstance will a Kids & Co. staff transport a child in their personal vehicle, this includes all emergency situations.

WEAPONS

If a child brings an instrument to Kids & co that could be perceived as or used as a weapon, Kids & Co will notify the school administrator(s) and consequences will be applied up to and including termination of childcare services. Weapons may include firearms, loaded or not, knives, explosives, or any instrument used to threaten or harm another child, staff person or self.

PARENTAL ACCESS

An enrolled child's parent or legal guardian must be allowed access to their child at any time while the child is in care. Parents/guardians are welcome to come visit our program at any time. If you would like to view the program for a longer period of time, contact the site coordinator prior to the date of arrival.

RESPECTFUL COMMUNICATION

Kids & Co. staff are committed to providing open, two-way communication with families. Face-to-face is generally the best way to communicate, but when we want to share information with all parents, it is more efficient to email or send letters home.

Please feel free to speak with Kids & Co. staff any time with questions, feedback, and ideas. The Kids & Co staff will be happy to talk with you. We value your thoughts and opinions about our program, and we want to make your child's experience as positive and fulfilling as possible. For more serious matters, please contact us to arrange a time to meet. Discussing sensitive topics in front of children may not be appropriate and Kids & Co. staff may not be able to give you their full attention when they are needed to care for children.

If at any time you have a concern regarding issues that happen at your child's program, first contact the Child Care Coordinator at 218-834-8201 ext. 8453 to discuss the issue. If the issue does not get resolved, please contact the Community Ed Director at 218-834-8201 ext. 8227.

WHAT TO EXPECT

SCHOOL YEAR PROGRAM

Kids & Co is a choice-based, high quality and enriching school-age care experience for students in 3's Preschool – Grade 5. Whether your child craves challenge and adventure, connection, and friendships, or just wants to relax, Kids & Co offers engaging opportunities as unique as your child. Every aspect of what we do has your child in mind. Choice-based programming allows your child to make choices about how they want to spend their time while in our program.

BEFORE SCHOOL

Open each school day, from 7:00 – 7:45 am

- For students in 3's Preschool – Grade 5
- Listen below is a general schedule for the before school program

TIME	ACTIVITY
6:30 - 7:00am	Early drop off available
7:00 – 7:30 am	Indoor activities in the cafeteria
7:30 – 7:50 am	Gym and/or outdoor free play (weather dependent)
7:50 – 8:00 am	Dismissal for class – Preschool students are walked down to their classrooms if they have class, and students in grades K – 5 are dismissed to their lockers. Preschool students who do not have Preschool that day stay with Kids & Co.

AFTER SCHOOL

Open each school day from 3:00 – 5:30 pm

- For students in 3's Preschool – Grade 5
- Each day is a different themed activity, plus time for them to complete homework and participate in free play either outdoors and/or indoors (weather dependent).
- Listed below is a general schedule for our after-school program.

TIME	ACTIVITY
3:00pm - 3:15pm	Sign in and put away personal belongings. Get settled.
3:15pm - 3:30pm	Snack
3:30pm – 5:30 pm	Afterschool activities, free play, homework help & pick up

PRESCHOOL-AGE CARE – MONDAY - THURSDAY

Open Monday – Thursday from 7:00 am – 5:30 pm

- For preschool students ages 3 – 5 who are not yet in kindergarten. 3 year olds must be 3 by September 1st to participate that school year and be enrolled in a preschool or Head Start program.
- Each week is given a theme and indoors and outdoor activities are planned around that theme.
- Listed below is a general schedule for the preschool care program.

TIME	ACTIVITY
6:30 - 7:00am	Early drop off available
7:00 – 8:00 am	Morning care - regular drop off & morning activities
8:00 -11:00am	Morning preschool students are dropped off in their preschool classrooms. On non preschool days, we mirror a typical preschool-age program with Circle Time, indoor & outdoor play, a morning snack, and crafts.
11:00 – 12:00 pm	Lunch & Restroom Break
12:00 - 12:45pm	<u>Group time</u> & Story time
12:45 – 1:00pm 1:00 – 2:00 pm	Bathroom Break Afternoon rest & quiet activities
2:00 - 3:00pm	Afternoon theme activities and/or crafts Indoor and/or outdoor free play (weather dependent) Bathroom
3:00 - 5:30pm	Late afternoon care: snack, free play, and special activities.

FRIDAY & OTHER NON-SCHOOL DAYS

Open on non-school days from 7:00 am – 5:30 pm

- Open for students in PreK – grade 5
- Every non-school schedule will be a bit different because we will utilize themes and different learning adventures.
- Listed below is a tentative schedule of what we follow on Fridays and other non-school days:

TIME	ACTIVITY
6:30 - 7:00am	Early Drop Off Available
7:00 – 9:00 am	Drop off & morning activities
9:00 - 9:30 am	Snack
9:30 – 12:00 pm	Morning theme activities & crafts

12:00 – 12:30 pm	Lunch
12:30 – 1:00 pm	Quiet activities and/or reading time
1:00 – 1:30 pm	Outdoor free play
1:30 – 3:00 pm	Theme activities and/or craft time
3:00 – 3:30 pm	Snack
3:30 – 5:30 pm	Outdoor playtime and/or indoor activities

READY FOR PLAY

Children must be dressed appropriately for both indoor and outdoor activities every day.

- Please label all clothing, backpacks, water bottles, lunch boxes, etc. with your child's first and last name.
- Please send an extra set of clothing with younger students (PreK)
- HOW TO DRESS
 - o SHOES - Students should wear tennis shoes whenever possible, as sandals, flip-flops, Crocs and rain/winter boots are not permitted in the gymnasium and flip-flops or sandals without backs on them are not permitted on the playground for safety reasons. We also will be running and participating in outdoor activities and sturdy shoes are a must for safety.
 - o OUTDOORS – Please dress for the current weather.
 - o WINTER – Snow pants, winter jacket, hat, boots, and thick mittens/gloves are required for all outdoor play.
 - o SUMMER – Appropriate clothing for the temperature. Please send a sweatshirt with your child each day as mornings can be cooler near Lake Superior.
 - o SPRING/FALL – Ensure your child is dressed in layers (long pants, shorts, sweatshirt, t-shirt, etc.) since our temperatures fluctuate quite frequently.

HANDWASHING

Students and staff will wash hands frequently, including before and after handling or consuming food, after using the restroom, following hands-on activities, following an accident/injury that includes bodily fluids and before and after handling/administering medications. If your child frequently gets dry hands, please send lotion with your child.

SNACKS

A light morning and afternoon snack are provided as part of your child's tuition. If your child has a food allergy or sensitivity, please connect with the coordinator to discuss any concerns.

LUNCH

On Fridays and in the summer, students must provide their own lunches. During the school year, students have the option of hot school lunch or a lunch from home on all school days.

WATER BOTTLES

Hydration is important! Please make sure you send a water bottle with your student each day labeled with their first and last name.

HOMEWORK

If you would like your child to start his/her school assigned homework during Kids & Co time, please connect with the coordinator. We are happy to help encourage your child to get started.

Kids & Co. is not responsible for ensuring your child's homework is accurate or complete and the program does not provide 1-on-1 tutoring or support.

PERSONAL ITEMS

Please leave toys and other items at home. This includes toys, cell phones, handheld games, iPod's or other electronic devices at home. If they are brought to the program a staff member will hold them until the end of the day and return them to the parent/guardian. The only exception to this is a small blanket and stuffed animal for quiet/rest time.

If you are missing an item of clothing, please check the school's Lost & Found for missing items. Kids & Co. is not responsible for items lost, stolen or damaged when brought to the program.

PERSONAL TECHNOLOGY

Children with personal electronics capable of capturing and/or transmitting data or images must demonstrate the greatest respect for the educational environment and the rights and privacy of all individuals within the school community. If a personal electronic device is being used inappropriately or causes interruption to the Kids & Co. program, the coordinator may confiscate the device until his/her parent picks it up.

PROGRAM ATTENDANCE

If your child has other on-site school programs that they will be attending while at Kids & Co., we require parents to complete a *PERMISSION FOR PROGRAM ATTENDANCE Form*. One will need to be completed for each program they are attending.

SAFETY & SUPERVISION

STUDENT TRACKING

Students will check in with a staff member upon arrival to the program and will then be checked in on the attendance iPad.

SAFETY INDOORS

Children are expected to follow the school building guidelines including voice levels, walking in the hallway, expected behaviors and respectful conversation. Safety concerns will be addressed by staff immediately.

SAFETY OUTDOORS

Children are expected to follow all outdoor playground rules which includes:

- o Be kind to one another, no bullying. Children are to speak and show respect for others.
- o Water bottles will be left next to the school building in the shade.
- o Students should follow directions given by staff the first time given.
- o Throwing/kicking dirt, sand, bark, sticks, snow, or ice, etc. is not permitted.
- o Students are to keep their hands, feet, and bodies to themselves. Rough play is not allowed.

- This includes hitting, tripping, pushing, shoving, kicking and unwanted chasing.
- o Playground equipment should be used as intended (i.e., swinging on swings, going down slides, not climbing on top of tunnels, etc.)
 - o Neighborhood children and families cannot share the playground area with Kids & Co.
 - o Safety concerns will be addressed by staff immediately.

STAFF RESPONSIBILITIES & SUPERVISION

Kids & Co. staff are selected for their education and experience in working with children.

- They are expected to demonstrate sound judgment, dependability, responsibility, and the ability to create an environment that reflects care, respect, and safety for children.
- To address the children, each other, and parents/guardians in a positive, respectful, and constructive manner.
- To report any evidence or suspicion of child abuse or neglect as required by MN State statutes.
- To communicate with you about your child and their time in our care.
- To build healthy, positive relationships with students and families.
- All staff are expected to participate in continuing education activities and training offered throughout the year such as health safety, student safety/supervision, child protection, behavior management techniques, diversity, curriculum, and conflict resolution. Staff is certified in First Aid/CPR. Criminal background checks are required for all Lake Superior School District employees.

For the safety of staff and students and to provide quality programming, Kids & Co adheres to a staff to student ratio of 1 staff per 10 students for students in preschool and a 1 staff to 15 students for students in grades K – 5. Additional program staff may be assigned if it is determined that extra support is needed. Kids & Co staff continually scan the area they are supervising, anticipating unsafe situations. Staff position themselves to keep students within sight or sound at all times.

FIELD TRIPS

Field trips may be planned on non-school days during the school year and during the summer program. Field trips can include both off-site venues and on-site enrichment opportunities. Experiences often include hands-on activities, team building, interactive demonstrations and recreational events, local exploration and more.

- By submitting a Kids & Co. contract, permission is granted for a child's participation in field trips occurring on his/her scheduled days. You assume all risks and hazards incidental to participation and release Kids & Co. from any claims arising from an injury to your child.
- Information about upcoming field trip opportunities will be shared with program families prior to any registration deadlines. Detailed field trip information, such as student arrival time, activity details and any other important information will be provided following the registration deadline.
- Due to travel and our changing locations, please plan for your child to attend Kids & Co. for a full day (9:00 am – 3:00 pm) on field trip days.

FIELD TRIP COSTS

Costs of each field trip will be added to your account as an adjustment.

FIELD TRIP LOCATIONS

Tentative field trip dates for non-school (i.e. spring break, MEA, etc.) days will be released at least 1 month in advance. If you send your child to Kids & Co on field trip dates, full day attendance is the only option. All children who attend Kids & Co that day will be going on the field trip. Please plan accordingly for your child. If

you do not want them attending the field trip, please plan for another childcare option that day as no staff will be at the school to care for your children.

However, we often take local 'field trips.' We will walk to many locations in the community. Some of the locations we will visit throughout the year include:

- Paul Van Hoven Park
- Agate Bay Beach & Lighthouse
- Lake View Park
- Two Harbors Depot
- Burlington Bay Beach
- Two Harbors Bandshell Park

FIELD TRIP SAFETY & SUPERVISION

Staff will provide instructions and expectations for the field trips. Students will take restroom breaks and collect any items required for travel (i.e., jackets, hats, mittens, water bottles, backpacks, etc.)

- Children are expected to follow all bus rules. Staff are seated in all areas of the bus, ensuring safety rules are followed and children are making safe choices.
- While on the field trip, children will be placed in small groups with 1 – 2 staff.
- Children will always be escorted to public restrooms, accompanied while waiting in lines and supervised while participating in programs and activities. Children will never be left alone or allowed to break into student groups without a staff member present.
- Staff will participate alongside children, when appropriate. Supervision will always take priority over staff participation.
 - If you are interested in chaperoning a field trip, please contact the Child Care Coordinator.

SWIMMING FIELD TRIPS

- Students will only be allowed to swim if certified lifeguards are on duty.
- Students may bring lifejackets but know each swimming facility has different rules and guidelines. Please contact the swimming facility to verify any life jacket requirements prior to the field trip.

FIELD TRIP PICK-UP ARRANGEMENTS / LATE ARRIVAL

- If you will be picking up or dropping off your child at the field trip location, you must make prior arrangements and coordinate with the Child Care Coordinator.
- If you arrive at school after the announced field trip departure time, your child's participation in the field trip will be dependent on your transportation directly to the destination. Care at the school site will not be available until the field trip group returns.

Families are responsible for connecting with the Child Care Coordinator or staff for approval before leaving their child at the school or field trip location.

UNSAFE BEHAVIORS

In the event your child displays unsafe behaviors, is continually disruptive, or takes significant staff attention or time away from other children while on a field trip, you will be called to promptly pick up your child from the field trip location.

BEHAVIOR GUIDANCE

STUDENT EXPECTATIONS

For your child to have a positive experience with us, please look at the readiness indicators to determine if your child is ready for a group child care program:

- Children are able to demonstrate independence in personal care (washing hands, dressing, eating, bathroom use, etc.)
- Children are able to clearly communicate their own needs & understand another's needs.
- Children are able to work with others as part of a group.
- Children are able to stop and think before deciding how to act.

"Behavior Guidance" is an ongoing process whereby caregivers offer constructive, positive, and developmentally-appropriate guidance to children, to help them manage their own behavior in a socially acceptable manner. Behavior guidance techniques are tailored to the developmental level of the children served in our program. The way we guide behavior may look different for a preschooler than it does for a 9 year old. Teachers and staff will provide immediate and directly related consequences for a child's unacceptable behavior in a way that is appropriate to the developmental needs of the child.

Our first responsibility is to protect the physical safety of all students and staff. Violent behaviors will not be tolerated. Our second responsibility is the psychological safety of all students. Bullying behaviors from staff or students will not be tolerated.

It is our goal to guide children to be responsible and cooperative in their actions. We will redirect children and groups away from problems toward constructive activity in order to reduce conflict. Teachers and staff provide children with a positive model of acceptable behavior at all times.

We use positive behavior modeling and redirection techniques that teach children to be responsible for their actions and respect the rights and feelings of others. We aim to teach children how to use acceptable alternatives to problem behavior in order to reduce conflict.

Program Rules:

1. We will be respectful.
2. We will be responsible.
3. We will be safe.
4. We will be kind.
5. We will do our best.

Staff will work with children to identify the motivations & cause behind negative behaviors and work with the child to problem solve for other ways to express their feelings and redirect children to more positive behaviors. Staff will never physically or emotionally punish a child.

PERSISTENT UNACCEPTABLE BEHAVIOR

When a child regularly exhibits unsafe or otherwise unacceptable behaviors, staff will observe and record the behavior to aid in the development of a plan to address the behavior, consulting with family and other professionals when appropriate.

Continued negative behaviors may require a special conference with family, teachers, and the coordinator to develop an action plan to address the behavior(s). If the negative behavior persists, a behavioral specialist or other professionals may need to be consulted.

Staff will focus on positive reinforcement and a caring approach with any unacceptable behavior. Immediate and directly related consequences are necessary to have for unacceptable behavior. This is for the well being of all children and for the child to learn how to develop self-control and take responsibility for their actions. Standard responses include:

- Staff will encourage children to use their words when having a disagreement with another child or staff member. Staff will model appropriate language to use based on the situation.
- Children will “take a break” from the group when necessary. A separation report will be filed.
- Staff will speak with the child about the behavior so they understand what it is that they did and how to make a better choice. Staff will model acceptable alternatives to the behavior and/or assist the child in an acceptable alternative.
- Behaviors that cause injury to others often require an incident report or related documentation (for example: biting log)

Disruptive Behavior

Disruptive Behavior is behavior that can be considered dangerous to the well being of the child involved and others, and it prevents the program from functioning in a normal manner. Some things that would be considered disruptive behavior in a classroom are:

- A student who requires constant one on one attention from the staff.
- A student who disrespects others.
- A student who damages materials, toys, furniture, etc.
- A student who persistently and intentionally disobeys the rules.
- A student who diverts attention away from the learning process.
- A student who leaves the program area without permission or refuses to leave when the rest of the group leaves the area.

When a child has unacceptable or disruptive behavior over a period of time and/or does not seem to be responding to the staff’s interventions, parents/guardians will be notified with a phone call and/or an incident form.

If the child receives a second incident form for their behavior, the staff will schedule a meeting with the parents/guardians to discuss strategies and consequences.

If a preschooler has 5 or more aggressive or violent incidents in a day, they will be sent home for the remainder of the day. If a school-age student (kindergarten and older) has 3 or more aggressive or violent incidents in a

day, they will be sent home for the remainder of the day. Aggressive or violent incidents can include hitting, kicking, biting, throwing hard objects, etc. They will be welcome to return as usual the following day. Staff will always use non-exclusionary practices prior to sending children home due to behavior. Staff will collaborate with families to address behaviors; create a written behavior plan; and/or provide referrals for support services.

If a parent/guardian is called to pick up a child for behavior, the child must be picked up within one hour. Failure to do so may result in a longer suspension from the program. A parent/guardian conference may be required before the child can return to the program. It is our goal to promote a positive approach to childcare and the management of behavior issues.

Children cannot become self-disciplined unless adults teach them right from wrong. Children will be taught the expectations for appropriate behavior and encouraged to behave accordingly. When children choose to engage in unacceptable behavior, consequences will follow to communicate that the behavior is not acceptable and will not be tolerated in school. Parents will be contacted in the event an intervention is necessary due to any of the above behaviors.

IEP's and SPECIAL ACCOMMODATIONS

It is important for families to communicate openly about the needs of their child so that Kids & Co. and staff can create a safe environment and provide the appropriate care. Every effort will be made to integrate any students with special needs requesting to participate in the Kids & Co. program. Prior to enrollment, please contact the coordinator to discuss any information pertinent to your child's participation. If your child receives any special needs services, please contact your case manager before enrolling. When determining if your child should join Kids & Co. please consider the following:

- Kids & Co. CANNOT guarantee one-on-one care for students. If your child requires one-on-one support, arrangements must be made with your child's IEP team.
- Kids & Co. will work with the family to come up with a plan to help the child succeed in the program.
 - Items to consider:
 - The student needs to function in either a free play environment or scheduled activities of 30-50 kids and be able to stay with the group without one-on-one supervision.
 - The student needs to be able to independently use the toilet without supervision and/or help.
 - The student needs to function on the playground without individual supervision.
 - The student needs to function with a staff to child ratio of 1:10 for preschool-age kids or 1:15 with school age kids.
 - The student needs to work with other children and adults without displays of aggression (i.e., spitting, hitting, kicking, etc.)
- It is important that our program is assessed to determine if we can provide the best care for every child. If your child has an IEP, please consult with your case manager.

If we are unaware of a child's special needs and those needs significantly impact the child's success in the program, childcare may be suspended until an appropriate level of support can be arranged. Information regarding your child is not automatically shared between Kids & Co. and school district programs except in the areas of health and safety. If you would like to have this information shared with us, you will need to make this request in writing to your child's case manager.

ILLNESS, INJURIES & MEDICAL CARE

CHILD ILLNESS

Kids & Co. follows the Lake Superior School District illness policy.

You will be contacted to pick up your child within one (1) hour if your child has any of the following symptoms

- Fever over 100.4 F
- New and/or worsening cough
- Vomiting
- Diarrhea
- Any rash/hives that may be disease related or the cause is unknown
- Any open draining skin sores or inflamed/draining eyes/ears

If staff are unable to reach you, staff will call your emergency contacts to arrange for pick-up of your child.

- Do not send your child to Kids & Co. if they are exhibiting one (1) or more of the symptoms listed above
- Do not send your child to Kids & Co until treatment for communicable disease has been established for at least 24 hours, or 24 hours after symptoms subside.
- Exposure to communicable diseases must be reported to the Kids & Co staff immediately. Parents/guardians will be notified in the case of infection and/or communicable diseases according to the policies set by the Lake Superior School District.

INJURIES

Injuries come in all shapes and sizes. To provide the best care possible, Kids & Co requires all staff to be First Aid & CPR certified. Staff are knowledgeable and trained to address injuries quickly and efficiently.

Staff complete accident/incident reports following all moderate to severe accidents/injuries. Reports and any additional documentation of the incident may be shared with the school health office and/or building administrator(s). Copies of accident/incident reports may be requested by the parent/guardian.

EMERGENCY CARE

If your child requires emergency care, Kids & Co staff will:

- Administer First Aid & CPR, as needed
- Contact emergency services (9-1-1)
- Contact parent(s)/guardian(s). Emergency contacts will be contacted if a parent/guardian is unavailable.

If the injury requires emergency services (9-1-1), a phone call to the parent/guardian will follow the emergency call. If emergency transportation is required for your child, Kids & Co. reserves the right to call (9-1-1) without parental approval. If emergency transportation is required for your child and you are unable to be reached, emergency personnel will determine where your child will be transported.

Please note, program staff are not authorized to transport students in personal vehicles, including in emergency situations.

EMERGENCY CONTACTS

At the time of registration, you are required to enter a minimum of four (4) local emergency contacts to be used in the event of an emergency, child injury or child illness. Emergency contacts must be able to pick up your child within 1 hour of contact. It is the account owner's responsibility to keep their child's emergency contacts current and ensure the information provided is accurate.

In the event of an emergency, staff rely on this information. Staff will call the parent/account owner first. If they are unsuccessful in reaching you, they will work down the contact list until they are able to connect with someone.

SEVERE ALLERGIES & CHRONIC CONDITIONS

It is the parent/guardian's responsibility to disclose if your child suffers from any medical condition or food and/or non-food allergies that may impact their health, well-being, or involvement in the program. It is also the parent/guardian's responsibility to keep the information in their child's contract current and to communicate any concerns with staff.

If your child's allergy is severe enough that they need an epi-pen, inhaler, and/or other medication, a completed *Medication Authorization Form* must be signed by the child's physician and turned in before attending Kids & Co.

MEDICATION STORAGE

- Prescribed medications must have a pharmacy printed label with the child's name, medication, and dosage.
- Over-the-counter (OTC) medications must be stored in the original container and be labeled with the child's name.
- Once medications arrive at Kids & Co, they will be stored in a locked zipper pouch labeled with the child's name. Physical orders and emergency action plans will be stored with the medication.

MEDICATION ADMINISTRATION

- A *Medication Authorization Form* must be completed and submitted to the Kids & Co coordinator before any medications will be administered to children.
- Prescription medication will be administered to the child per the directions written on the *Medication Authorization Form*.
- Over-the-counter (OTC) medications will only be administered by following the directions on the bottle and/or following the written directions of a prescribing physician. Parents must also complete a *Medication Authorization Form* before staff will give any medications to a student.
- Medications will not be administered after the expiration date. This includes life-saving medications. In the event of an emergency, emergency services (9-1-1) will be called. Staff will periodically look for expired medications, but notifying and exchanging expired medication is the parent/guardian's responsibility.

ASTHMA & SELF CARRY MEDICATIONS

If your child has asthma and is authorized by a physician to self-administer medications, your child may also do so during program hours if the proper documentation is on file. Asthma or reactive airway medications can be self-administered by a child if:

- An Asthma Action Plan is on file with Kids & Co.
- Kids & Co. has received a written authorization from the child's parent/guardian permitting the student to self-administer. This is found on the *Medication Authorization Form*
- Written verification from the prescribing physician which documents that an assessment of the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting has been completed
- The inhaler is properly labeled for the child
- Staff will supervise the student administering the medication and document it appropriately.
- Please know that Kids & Co. staff will still carry this medication with them but will allow the child to self-administer it if a form has been submitted.

EXTREME TEMPERATURES & AIR QUALITY

Program staff will monitor all reports of extreme temperatures/poor air quality warnings. Time outside may be limited when advisory warnings are in effect. Students will not be permitted to go outside when the "feels like" temperature is below -10. During times of extreme heat, daily schedules and the amount of time spent outside will be at the discretion of the Kids & Co. staff.

SUNSCREEN & BUG REPELLENT

During registration, families select preference for sunscreen and/or bug repellent.

- When necessary, please apply sunscreen to your child/ren prior to arrival at the program. For reapplication purposes during the summer, provide spray on sunscreen for your child.
- Bugs are livelier at different times and locations throughout the year, especially during the summer. Provide bug spray for your child if you would like them to wear it.

RUN AWAY AND ELOPEMENT POLICY

If a child leaves the designated area without permission from the staff, these procedures will be followed. When possible, staff should stay with students or keep them in visible line of sight to ensure other students are safely supervised. If unable to leave the space, contact program coordinator or lead staff for additional support.

- If the child's location is unknown, a staff person(s) will look for the child in logical places around the school/site. (Bathrooms, playgrounds, classrooms, etc.). If a child cannot be found, staff will contact the Site Coordinator immediately, who will initiate emergency procedures. When a child is found, staff will explain the seriousness of the matter and consequences and problem solve with students. When possible, allow the child to return to the class.
- If a student refuses to return to the room, the parent/guardian will be notified and asked to pick up the child. If a child leaves the building, staff should try to keep the student in sight. We will then contact the parent/guardian immediately.
- It is up to the discretion of the coordinator as to whether the child should be dismissed from the program or if further action is required for participation within programming.

POISONING

All poisonous substances will be kept out of the reach of children. This includes medications, cleaning substances, and toxic paint and chemicals. All medications and toxic substances must be in clearly labeled containers listing the ingredients and the necessary precautions and antidotes. In case of a suspected poisoning, staff will call Poison Control at (800) 222-1222.

Thank you for choosing Two Harbors Kids & Co.!

