

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

**FAMILY
HANDBOOK
SUMMER 2026**

**COMMUNITY
EDUCATION**

LAKE SUPERIOR ISD 381



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PROGRAM CONTACT INFORMATION & HOURS OF OPERATION

KIDS & CO OFFICE

Minnehaha Elementary School
421 7th Street
Two Harbors, MN 55616
Office Phone - 218-834-8221 ext. 8406
Kids & Co Cell Phone – 218-830-0360

Website:
<https://www.isd381.k12.mn.us/community-ed/kids-co-school-age-child-care/>

Email: kidsco@isd381.org

HOURS OF OPERATION: 6:30AM to 5:00PM MONDAY-FRIDAY

Two Harbors Kids & Co. will be closed on the following dates:

Friday, June 19th

Friday, July 3rd

Friday, August 14th

We look forward to spending the rest of the summer with you!

FAMILY RESPONSIBILITIES CHECKLIST

- Before the start of the program ensure all required paperwork is turned in. This includes immunization documentation, doctor's note for medications/allergies and any permission forms.
 - Turn in immunization forms.
 - Turn in Medication Authorization Forms for any medications and/or allergies (if applicable).
 - Turn in Permission Forms for Program Attendance (if applicable).
 - Update child's schedule in Eleyo.
- Sign your child in and out each day by walking your child to the cafeteria and signing them in/out with the Kids & Co staff via the Eleyo kiosk.
- **Please notify staff on the Kids & Co cell phone** if your child will be absent, attending extra-curricular activities, dropped off late, or picked up early for any reason.
- Keep your child's enrollment information up to date to ensure your child's safety.
- Model respectful behavior when speaking with staff and students.
- Make sure your child is picked up by 5:00pm each day to avoid a late pick up fee.
- Adequately dress your child for indoor and outdoor play.
- **Label your child's personal belongings.**

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

PROGRAM MODEL

OUR MISSION/PHILOSOPHY

We provide an inclusive out of school care program that supports the needs and priorities of the child, the family, and the school. Our program facilitates 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 that gives families peace of mind.

- We believe in a program that provides a holistic approach to child development by offering activities that provide real life context to information learned.
- 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 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 providing regular communication with parents regarding their child's general well-being.
- We believe that developing strong children will strengthen the foundation of our community.

Our Program

Our program is designed to expand learning beyond the classroom. Students are immersed in hands-on activities that aim to sharpen their critical thinking skills, and foster social/personal development, leadership skills, and community engagement. We tailor activities to the ages and interests of our students. We design activities that promote Health & Wellness, STEM, Arts & Culture. We strive to grow children's social competence and personal development through engaging activities with peers.

Our summer program is designed for children ages 4-12.

REGISTRATION

Registration must be completed online through Eleyo. Once submitted, you will receive an email confirming that your contract has been submitted. Contracts are processed and approved on a first come, first served basis. Administrators will contact you if any information is missing or if part of your schedule request cannot be met. If space is full, you will be notified and placed on a waiting list.

After your child's registration has been processed, you will receive a second email indicating that your contract has been approved. All students attending Kids & Co. must have an approved contract.

Outstanding balances in any Community Ed programming must be paid in full before new contracts will be accepted.

REGISTRATION FEE & DEPOSIT

Registration Fee \$30/Child **or** \$40/Family

Registration fees are paid once per season (school year or summer), per account. This fee will be charged once your contract is submitted and approved, usually within seven to ten business days.

PICK-YOUR-DAY CONTRACTS

Kids & Co. utilizes Pick-Your-Day Contracts which allows the account owner to select, on a calendar, the dates they need childcare. **A minimum of 2 days per week is required for enrollment.**

SCHEDULE CHANGE REQUESTS

Schedule change requests can be submitted online by the account owner through Eleyo. If you need assistance, please contact the Kids & Co office.

- Schedule changes need to be made prior to invoices being sent out for that period.
- Once a schedule change request 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. Please allow 2-3 business days for your request to be processed.

DROP-IN CARE

We offer drop-in care for registered children:

- To register for a drop-in day, request it through your Eleyo account. If it is less than 7 days in advance, please contact the Coordinator or Site Coordinator to see if there is still room.
- There is an additional fee of \$5 plus tuition for drop-in care.
- You are **NOT** guaranteed a spot if you drop-in. It is only possible if there is space available that day.

CONTRACT WITHDRAWAL

We require a two week notice for withdrawals. If you wish to withdraw your child from the program, please submit a withdrawal request on Eleyo. Tuition will be billed through the effective dates of withdrawal, regardless of attendance. 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 space available, you will be charged another enrollment fee.

ACCOUNTS & PAYMENTS

TUITION & FEES

Summer tuition is \$44 per day for each school-age child. Tuition is \$48 per day for preschool-age children. "Preschool-Age is defined as children ages 4 or 5 who have not yet attended their first day of kindergarten. **A minimum of one day per week** is required for registration.

OTHER FEES

Late Payment Fee	\$20 / Family
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*	\$60 / child
Drop-in Fee	\$5 / child + daily tuition costs
Field Trip	Varies per trip

Pick-ups later than 30 minutes may incur additional charges.

ACCOUNT OWNERS

- The adult who sets-up an account is considered the 'account owner.' The account owner is responsible for keeping the account current.
- Account owners are the only authorized persons with access to account information.
- Owners can initiate payments and add or remove authorized persons and emergency contacts.
- Account owners will receive program information from Kids & Co via email.
- Accounts can have multiple owners. Owners are entered into Eleyo during account set up. If you wish to add an additional owner to your account, the existing owner must email the site coordinator. Each owner would have their own login credentials.

INVOICES & PAYMENTS

Tuition is charged based on the schedule you have entered into Eleyo. It is **NOT** based on attendance. Account owners will receive an automated email when an invoice has been posted to their account. All accounts are paperless. Invoices will also include any additional fees from previous weeks (i.e. late pick up, drop-in fees, etc.).

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.

Kids & Co. operates on a Pay-In-Advance system. To ensure all payments are made by the due date, all child care accounts are required to be set up for autopay. A late fee of \$20 will be charged if payment is not submitted by the due date. Invoices are emailed to parents bi-weekly. A billing schedule is attached. Payments must be made before care can be provided. If payments are not received in advance child care services may be suspended. If you have questions or concerns about your payment, please contact the Community Education office at 218.226.4438 x8137, agoutermont@isd381.org.

OUTSTANDING ACCOUNTS

If payments are not received in advance, child care services may be suspended. Families are responsible for monitoring account balances and keeping payment methods up to date.

Any account with balances more than ninety days overdue may 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 three business days to be signed and returned.

TAX STATEMENTS

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

FINANCIAL ASSISTANCE

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

If you are approved for CCAP, it is your responsibility 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 6:30am - 5:00pm. Due to programming needs, we ask you to plan your drop off between 6:30am - 8:30am and pick up between 3:00pm - 5:00pm. If you need to drop off or pick up outside of these times, please contact Kids & Co. staff via the cell phone as we may be in a different location on or off campus.

PICK-UP / DROP-OFF POLICIES

To maintain safe practices and accept legal responsibility for your child, you or an authorized adult over the age of 18 must sign your child in and out each day via the Eleyo kiosk. Authorized pick up persons are listed on the student's Eleyo contract. 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 further assistance, please contact the Child Care site coordinator. It is crucial that you periodically check the list of authorized pick-ups for accuracy. **Please communicate with staff regarding any changes to your child's authorized pick up list.** Program staff are required to ask for photo identification from anyone unfamiliar attempting to pick up your child. If an unauthorized person 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). **Children may NOT sign themselves in and out using the Eleyo kiosk.**

LATE PICK-UPS

Kids & Co closes at 5:00pm. The digital time on the attendance iPad is the time followed.

- If you are not able to pick up your child by 5:00 pm, please notify Kids & Co staff and make arrangements for an emergency contact or authorized person to pick-up your child.
- If a child is signed out after 5:00 pm, Kids & Co will assess a late pick up fee.
- If your child is not picked up by 6:30 pm and you or your emergency contacts cannot be reached, local authorities may be called to pick up your child.
- If you are habitually late to pick up your child, a two-week notice of termination may be given for your Kids & Co contract.
- We understand there are times that emergencies may keep you from picking up your child on time. However, we expect families to notify Kids & Co. staff immediately of the alternate arrangements.

CHILD CUSTODY

- Custody terms require official legal documentation outlining each party's rights and must be filed onsite. Custody terms will be followed accordingly as it relates to childcare.
- If the custody terms change, please notify the Child Care site coordinator. You must provide the program with a legal document noting the changes. If an unauthorized person attempts to pick up your child, staff will contact you immediately.
- Kids & co staff will not serve as a mediator between parties. Parents are responsible for communicating details of care with one another.

ABSENCES & NO SHOWS

If you know your child will not be attending the program, please make changes to their schedule in your Eleyo account or contact the Kids & Co staff.

Tuition is not credited for sick days or other absences. However, if your child is going to be absent you **MUST** communicate with Kids & Co to let us know. Not reporting absences to our staff can create issues with staffing and ratios.

CONFIDENTIALITY/RELEASE OF INFORMATION

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. Communication will only be on a need-to-know basis.

PHOTOGRAPHY

It is our practice to seek parental consent before sharing 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 initial for consent.

The consent will be good for one academic year and will remain on file at the school. Photos will be used for bulletin boards, marketing, advertising, and/or marketing updates posted via the facebook page, website, and/or within the school building.

If you decide to change your authorization, you may do so by writing to us. To protect the child's privacy, we do not include students' names in publications.

REPORTING

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

A person mandated to report physical or sexual abuse or neglect occurring within a certified center shall report the information to the commissioner. Kids & Co must inform the commissioner within 24 hours of

1. The death of a child in the program; and
2. Any injury to a child in the program that requires treatment by a physician or advanced practice registered nurse.

TRANSPORTING CHILDREN

When transporting children for field trips, Kids & Co. utilizes ISD 381 school bus services, ensuring that the driver of the vehicle holds a valid drivers license appropriate for bus transportation.

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

WEAPONS

If a child brings an item to Kids & Co. that could be perceived as or used as a weapon, Kids & Co. will notify school administrator(s) and consequences will be applied. Any situation such as this could result in 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 while the child is in our care. Parents/guardians are welcome to visit the program at any time. If a parent or guardian would like to visit the program for an extended period of time, please contact the site coordinator prior to the visit date.

RESPECTFUL COMMUNICATION

Kids & Co staff are committed to providing respectful, open communication with families. Face-to-face is the preferred way to communicate, but when we need to share information with all parents, it is more efficient to email or send letters home. Please be mindful that children are always watching and listening; it is important that we model respectful communication with all.

Please feel free to speak with Kids & Co staff with questions, feedback, and/or ideas and we will be happy to talk with you. We value your thoughts and opinions about our program, and want to make your child's experience as positive and fulfilling as possible.

If you have a concern regarding your child, first contact the site coordinator to discuss the issue. If it does not get resolved, please contact the Child Care Coordinator.

WHAT TO EXPECT

SUMMER PROGRAM

Summer at Kids & Co is all about discovery. Each week is full of an exciting mix of fun, structured activities and free play opportunities where children can explore nature, find new talents, try new activities, gain independence, and make lasting friendships and memories!

READY FOR PLAY

Children must be dressed appropriately for both indoor and outdoor activities every day. Please don't send your child in clothing you do not wish to get stained or dirty, as we engage in messy play each day.

- If you would like your child to be protected from the sun during outdoor play, please apply sunscreen on them prior to dropping them off each day. Kids & Co staff will reapply sunscreen later in the day, if permission is granted in your contract. If you prefer not to use sunscreen, please send your child with appropriate clothing to protect their skin from UV rays.
- Please label all personal items including water bottles, lunch boxes, etc. with your child's full name.
- Please send an extra set of clothing with younger students.

HOW TO DRESS

- **SHOES** - Students should wear tennis shoes whenever possible, as sandals, flip-flops, crocs and boots are not permitted in the gymnasium. We will also be running and participating in outdoor activities and sturdy shoes are needed for safety.
- **OUTDOORS** – Please dress for the weather. Ensure your child is dressed in layers since our temperatures fluctuate quite frequently.
- **CLOTHING** - Please make sure your child is dressed in appropriate clothing. Clothing must follow the school dress code.
- **ACCESSORIES** - Hats, visors, sunglasses, jewelry, etc. may be worn. However, Kids & Co staff may confiscate any items until the end of the day if used inappropriately.

HANDWASHING

Students and staff will wash hands frequently. Hand washing is required at these times:

- Before and after handling or consuming food
- After using the restroom
- After completing hands-on activities
- Following an accident/injury that involves bodily fluids
- Before and after handling/administering medications.

If your child tends to get dry hands, please send lotion with them that is labeled with their first and last name.

SNACKS

Light morning and afternoon snacks are provided as part of your child's tuition. If your child has a food allergy or sensitivity, please connect with the site coordinator to discuss any concerns. Food allergies must be documented by your child's physician.

LUNCH

During summer programming, parents must provide lunch for their child each day, unless otherwise noted. Please know, we are not able to refrigerate or microwave your child's lunch. We also ask that you please do not send caffeinated beverages with your child to school or in their lunch.

Note: Minnehaha School is NOT a nut-free facility.

WATER BOTTLES

Please make sure you send a water bottle with your student each day, labeled with your child's first and last name. Water bottles need to be brought home each evening to be washed.

PERSONAL ITEMS

Children are allowed to have one blanket and one small to medium sized stuffed animal for our afternoon rest/quiet time. **Please leave all other items at home.** This includes toys, cell phones, handheld games, iPods and other electronic devices. If these are brought to the program a staff member will hold them until the end of the day and return them to the parent/guardian.

Please check the Lost & Found weekly. Kids & Co is not responsible for items lost, stolen or damaged when brought to the program. Any items left behind at the end of summer will be donated or disposed of.

PROGRAM ATTENDANCE

If your child has summer school and/or another onsite school program they will be attending while at Kids & Co, we require parents to complete a *Permission Form for Program Attendance*. One will need to be completed for each program they are attending.

SUPERVISION

Kids & Co staff are selected for their education and experience in working with children. In determining the appropriate level of supervision of a child, staff must consider: (1) the age of a child; (2) individual differences and abilities; (3) indoor and outdoor layout of the child care program; and (4) environmental circumstances, hazards, and risks. To provide quality programming, and for the safety of our staff and students, Kids & Co adheres to a 1 to 10 staff to student ratio for Pre-K and a 1 to 15 staff to student ratio for grades K – 5. Kids & Co staff position themselves in order to see and hear children at all times, observing the area they are supervising to monitor for safety.

Staff are expected to :

- Be accountable for the child's care.
- Supervise children by sight and sound at all times.
- Be responsible for the ongoing activity of each child with appropriate visual or auditory awareness, physical proximity, and knowledge of activity requirements and each child's needs.
- Intervene when necessary to ensure a child's health and safety.
- Demonstrate sound judgment, dependability, responsibility, and the ability to create an environment that reflects care, respect, and safety for children.

Supervision of preschool and school age children using the restroom occurs when a staff member:

- Has knowledge of the child's activity;
- Has knowledge of the child's location;
- Can hear the child; and
- Check on the child at least every 5 minutes.

FIELD TRIPS

FIELD TRIPS

Field trips may be planned during the summer program. Field trips can include both off-site venues and onsite enrichment opportunities. Experiences often include hands-on activities, team building, interactive demonstrations, 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 such participation and release Kids & Co from any claims arising from an injury to your child.
- Field trip fees will be added to your invoice based on your schedule for that day - not your child's attendance on that day.
- Information about upcoming field trip opportunities will be shared with program families prior to the trip. Detailed field trip information such as student arrival time, activity details and any other important information will be provided following the registration deadline.
- As part of registration, each child will receive a Kids & Co t-shirt. This shirt *must* be worn on all field trip days that the child attends.
- On field trip days, please pack a picnic style lunch for your child in a throw away bag.

FIELD TRIP LOCATIONS

Summer 2026 field trips will be announced a minimum of 2 weeks in advance. If you send your child to Kids & Co on field trip days, full day attendance will be required as no other care is provided.

We may be taking local 'field trips' throughout summer. This would entail visiting some of the locations listed below,

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

SAFETY & SUPERVISION ON FIELD TRIPS

- Staff will provide instructions and expectations for the field trips. Students will take restroom breaks and collect any items required for travel (i.e. water bottles, hats, lunches, 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 may be placed in small groups with 1 – 2 staff. Staff to student ratios will be determined by the site coordinator, following state guidelines. Ratios will be based on the field trip destination, bus capacity, and on the specific needs of each student group.
- Children will always be escorted to public restrooms and supervised while waiting in lines and 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 will be dropping off or picking up your child at the field trip location, you must make prior arrangements with the Kids & Co site 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 Kids & Co site coordinator or staff for approval before leaving their child at the field trip location.
- **In the event your child displays unsafe behaviors, is continually disruptive, or takes significant staff attention or time away from other children, 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 in our program, please look at the following readiness indicators to determine if your child is ready for a group child care program:

READINESS INDICATORS

- 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 EXPECTATIONS

It is our goal to guide children to be responsible and cooperative in their actions. 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.

- Behavior expectations are shared with students and are posted in a prominent place.
- Respect self, other children, and staff.
- Accept each other's individual differences.
- Accept the consequences of their behavior.
- Let the staff know their needs.
- Respect the property and equipment of the school and any facility we visit.
- Respect their own property and the property of others.

INAPPROPRIATE AND/OR HARMFUL BEHAVIORS

- Behavior that directly or indirectly threatens the safety of children or staff, including any form of aggression such as hitting, kicking, pushing, biting, throwing objects, verbal threats, disrespectful or vulgar language, inappropriate or sexual gestures, cyberbullying, etc.
- Behavior that intentionally causes the destruction of property.
- Behavior that disrupts a staff person from fulfilling his/her ability to be available for all children, including removing self from the group or program area without staff consent/permission, demonstrating lack of self-control, disrespect for self, others, or property, or refusal to follow directions of a staff person in charge.
- If a child leaves the program area without permission or refuses to leave when the rest of the group leaves the area

In the event an intervention is necessary due to any of the above behaviors, the following steps are taken:

- 1st Occurrence - Child will receive a warning and parent or guardian will be notified.
- 2nd Occurrence - Parents will be called to pick up the child immediately
- 3rd Occurrence - One-week suspension
- 4th Occurrence - Indefinite suspension

BEHAVIOR INTERVENTION STRATEGIES

Staff will help the child understand the impact of his/her behavior and identify acceptable alternatives to unacceptable behavior. Staff and peers provide positive modeling of appropriate behavior and children are encouraged to take responsibility for their actions.

The Kids & Co environment is designed to offer a setting that:

- Provides a positive, safe, and pleasant atmosphere for children.
- Meets the developmental level of the age group.
- Provides space for privacy and independence as well as within a group setting.
- Maximizes capacity for staff supervision.

Every effort will be made to make reasonable adjustments to the program to accommodate the unique needs of each child. If a child demonstrates behavior that has a negative impact on the child or others, the staff will adjust the environment, groups of children, activities they are participating in and/or staffing. If disruptive behaviors continue the following steps will be followed:

- Staff will provide redirection to correct the behaviors and will discuss with the child why the behavior is not acceptable.
- If the behavior persists, staff will continue to redirect. A written report will be filled out and copies given to parents/guardians.
- If corrective techniques are unsuccessful, the parents/guardians will be called for a conference concerning the child's behavior.
- If corrective techniques are still unsuccessful, childcare may be suspended or terminated.

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 is 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.

RUN AWAY AND ELOPEMENT POLICY

If a child leaves a designated area without permission from the staff, the following procedures will take place:

- When possible, staff will stay with the student or keep them in a visible line of sight to ensure other students are safely supervised. If unable to leave the space, the site coordinator or lead staff will be contacted 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 contact the parents/guardians and then call 911, if necessary, for assistance in locating the child.
- When the child is found, staff will explain the seriousness of the matter, attempt to problem solve with the student, and discuss potential consequences. When possible, the child will be allowed to return to the program.
- If the student refuses to return to the group, the parent/guardian will be notified and asked to pick up the child. If the child leaves the building, staff will try to keep the student in sight. Parents/guardians will then be contacted immediately.
- It is up to the discretion of the site coordinator whether further action is required for the child's participation in the program or if the child should be dismissed from the program.

IEP's & SPECIAL ACCOMMODATIONS

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

- One-on-one care for students must be arranged with the child's case manager if needed. Kids & Co is not designed to provide long term one-on-one assistance for children. Staff will make reasonable

changes in programming in order to accommodate special needs of children. However, there may be times when it is not possible or reasonable to accommodate.

- Parents must schedule a meeting with the program site coordinator and case manager to provide information about the child and devise a plan to meet the needs of the child prior to enrollment.
- If the family expresses a need for accommodations for their child to participate in Kids & Co, staff will determine what special accommodations are needed for participation. Kids & Co will work with the family to come up with a plan to help the child to succeed in the program. Items to consider:
 - The student needs to function in either a free play environment or scheduled activities with 40-60 kids.
 - 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 to 10 for Pre-K and 1 to 15 for school-age children.
 - The student needs to work with other children and adults without displays of aggression (i.e., spitting, hitting, kicking, pinching, etc.)
 - Additional support may be needed for off-site field trips.
- Accommodations that are agreed upon will be outlined in a document to be shared with the family and entered into the child's record at Kids & Co.

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. If you would like to have this information shared with us, you will need to make this request in writing with your case manager. Information regarding a student's needs will not prohibit a child's enrollment unless it's determined they will need significant assistance beyond our program capabilities.

ILLNESS, INJURY & MEDICATIONS

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 onset of and/or worsening cough
- Vomiting
- Diarrhea
- Any rash that may be disease related or the cause is unknown
- Any opened/draining skin sores or inflamed/draining eyes or ears.

If staff are unable to reach you, they 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 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 until 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 infectious and/or communicable diseases according to the policies sent by the Lake Superior School District.

HEALTH AND SAFETY POLICIES & PROCEDURES

Exclusion of sick children and infectious disease outbreak control

- A certified center must supervise and isolate a child from other children in the program when a child becomes sick and immediately notify the sick child's parent or legal guardian.
- A certified center must post or give notice to the parent or legal guardian of an exposed child the same day the program is notified of a child's contagious reportable disease specified in Minnesota Rules, part 4605.7040, or scabies, impetigo, ringworm, or chicken pox.

Before your child's first day of attendance, you will need to provide the following paperwork:

IMMUNIZATION FORMS

The Department of Health Services requires any certified or licensed childcare programs to have current immunization records for the children they serve or an applicable exemption. To comply with this request, you will be asked to supply a copy of their records before they can attend the program. Copies of immunization records can be brought in and given to staff or emailed to kidsco@isd381.org.

If your child is currently in grades K-5 and the school district has a current copy of their immunization records, you may choose to give permission to Kids & Co to access those records. If you give Kids & Co permission to do this, you will not have to supply us with another copy. However, if you choose not to give us permission, then you will need to provide us with a current up-to-date copy of their immunization records.

- If your child is currently considered Pre-K, you will be required to provide Kids & Co with a copy of your child's immunization records prior to attending the program.

LETTERS FROM PHYSICIANS

If your child has asthma, a severe allergy, or needs medication, the Department of Health Services requires certified programs to have that information on file. This information must be signed by the child's physician. Please see below for more information on this and send the necessary documentation to our email:

kidsco@isd381.org

- ASTHMA – please provide a formal written Asthma Action Plan.
- MEDICATION – If your child needs to take medication during their scheduled time at Kids & Co, please complete a Medication Authorization Form.
- SEVERE ALLERGY – If your child has a severe allergy, please complete 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.

ADMINISTRATION OF MEDICATION

Kids & Co must obtain written permission from the child's parent/guardian before administering prescription medicine, nonprescription medicine, diapering product, sunscreen lotion, and insect repellent. Nonprescription medicine, diapering product, sunscreen lotion, and insect repellent are administered according to the manufacturer's instructions unless provided written instructions by a licensed health professional to use a product differently. Prescription medication must be administered following the written instructions from the prescribing health professional.

A certified center must ensure all medicine is:

- Kept in the medicine's original container with a legible label stating the child's first and last name.
- Given only to the child whose name is on the label.
- Not given after the expiration date on the label.
- Returned to the child's parent/guardian or destroyed, if unused.

A certified center must document in the child's record the administration of medication. Including:

- A child's first and last name.
- Name of the medication or prescription number.
- Date, time, and dosage of medication.

- Name and signature of the person who administered the medication.
- The document must be available to the child's parent/guardian.

A certified center must store medicines, insect repellents, and sunscreen according to directions on the original container.

- A *Medication Authorization Form* must be completed and submitted to the Kids & Co site coordinator before any medications will be administered to children.
- Prescription medication will be administered to the child per the written directions of the prescribing health professional.
- 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.

ASTHMA & SELF-ADMINISTERED 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. Please note: **Children may self-administer, but they are not allowed to self-carry at Kids & Co. Medications must be securely stored with Kids & Co. staff when attending our program. Medications may not be stored in children's backpacks or pockets.**

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 with their first and last name.
- 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.

PREVENTING AND RESPONDING TO ALLERGIES

Families must provide Kids & Co. with documentation of any known allergies prior to being admitted to our care. Families must disclose if a 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. Families must keep the documentation of allergies up to date and notify staff of any changes. If your child's allergy is severe enough that they need an epi-pen and/or medication, a completed *Medication Authorization Form* must be signed by the child's physician and turned in before attending Kids & Co.

Kids & Co. must maintain current information on each child's allergies including:

- A description of the allergy, specific triggers, avoidance techniques, and symptoms of an allergic reaction; and
- Procedures for responding to an allergic reaction including medication, dosages, and a doctor's contact information.

Staff will be informed of each child's allergy information. This information will be reviewed at least annually and when a change is made to allergy-related information. Staff review of this information will be documented.

Children's allergy information must be available to staff at all times including on site, when on field trips, or during transportation. Food allergy information must be readily available to staff in the area where food is prepared and served to children.

INJURIES

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

Staff complete accident or 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 parents/guardians.

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 parents/guardians, followed by emergency contacts if parents/guardians cannot be reached.

If the injury requires emergency services (9-1-1), a phone call to the parents/guardians 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) emergency contacts to be used in the event of an emergency, child injury or child illness. It is the account owner's responsibility to keep their child's emergency contacts current and ensure the information provided is accurate. Staff rely on this information in the event of an emergency.

Staff will call the parents/guardians/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.

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.

EXTREME TEMPERATURES

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* F. During times of extreme heat, the amount of time spent outside will be at the discretion of the Kids & Co staff.

SUNSCREEN & BUG REPELLENT

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

- Please apply sunscreen to your child/ren prior to arriving at the program. Kids & Co staff will reapply sunscreen later in the day, if permission is granted in your contract.
- Please provide bug spray for your child if you would like them to wear it.

Please label your child's items and talk with them about being responsible with these resources.

APPENDIX

In the appendix, you will find copies of the required forms for you to complete if they pertain to you.



MEDICATION AUTHORIZATION FORM

[Medication Authorization Form](#)



KIDS & CO PERMISSION FORM FOR PROGRAM ATTENDANCE

[Permission Form for Program Attendance](#)



IMMUNIZATION EXEMPTION FORM

[Immunization Exemption Form](#)