

KIDS' COMPANY

FAMILY HANDBOOK | 2020-2021

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KIDS' COMPANY OFFICE

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Please note that if the school model changes due to lesser or greater prevalence of COVID-19 in the area, Kids' Company will communicate our program changes to registered families and on our web page.

(LAST UPDATED 08/26/20)



PROGRAM DIRECTORY

FIVE HAWKS ELEMENTARY

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PROGRAM INFORMATION (COVID-19)

Kids' Company will offer care to support the Hybrid Learning model that is being implemented by Prior Lake-Savage Area Schools to start the school year. There are significant changes to our care program because of COVID-19 and they are in place so that we can follow the required Health and Safety guidelines.

- Child care will start on Monday, September 14.
- Child care hours will be 7:00am-5:30pm.
 - Note: School hours at Five Hawks and Redtail Ridge are 8:30am-3:00pm. All other schools are 9:20am-3:50pm.
- Care will be available at all elementary school locations for children in kindergarten through grade 5, with priority going to children of Tier 1 employees and then to all others beyond Tier 1, as space is available.
- Care will be provided by Kids' Company staff, with support from school staff, and will include a combination of child care and school support.
- All contracts will be on the Consistent Schedule format. We are not able to allow schedule changes or drop-ins during Quarter One of the school year.

PROGRAM INFORMATION (COVID-19) (continued)

CHILDREN OF TIER 1 WORKERS (INCLUDING PLSAS STAFF WITH DISTRICT-ENROLLED CHILDREN)

- Before- and after-school care will be available for a fee. Care for before school or after school is \$12 per session (session=before or after school), per child.
 - You may register your child for care before school on both of their Hybrid In-Person school days, for care after school on both of their Hybrid In-Person school days, or for care both before and after school on both of their Hybrid In-Person school days.
 - You may register your child for care before school hours on any of their Hybrid Home days, for care after school hours on any of their Hybrid Home days, or for care both before and after school hours on any of their Hybrid Home days.
- Care during school hours on your child's Hybrid Home days and on their Flex Day will be provided at no cost.
- Here is a [link](#) to the State of MN list of Tier 1 workers.
- NOTE: A letter from the Tier 1 parent's employer indicating that they are required to report to work during school hours, pre-printed with the parent's name, must be submitted to kidscompany@priorlake-savage.k12.mn.us for employment verification prior to the start of care. (This is not required for PLSAS staff.)
- Once registration opens, Tier 1 parents must register by the end of the day on Tuesday, September 1, 2020, in order to receive priority placement.

CHILDREN OF PARENTS WHO ARE NOT CONSIDERED TIER 1

- Care will be offered for a fee before school, after school or both on Hybrid In-Person days. You may register your child for care before school on both of their Hybrid In-Person school days, for care after school on both of their Hybrid In-Person school days, or for care both before and after school on both of their Hybrid In-Person school days.
 - Care for before school or after school is \$12 per session (session=before or after school), per child.

- Full-day care will be offered on Hybrid Home days and on the Flex Day. You may register your child for either two or three of the Hybrid Home/Flex days.
 - Care for a Hybrid Home day is \$41 per child.
- Please note that a consistent schedule with a two-day minimum for both before- and after-school and full-days is the only option we are able to provide at this time.

FLEX DAYS

If your child is attending school, in person, on a Flex Day, and you need before-school or after-school care on that day, please contact us at kidscompany@priorlake-savage.k12.mn.us to make arrangements.

HOW WILL THE PROGRAM LOOK?

DAILY SYMPTOM CHECK

With guidance from the Minnesota Department of Health and aligning with the MN Safe Learning Plan, Kids' Company and ISD 719 families are required to perform daily COVID-19 self-screening procedures prior to being allowed entry to a building. Families are asked to self- assess daily: Is your child/ren feeling sick with:

- New onset of cough; OR
- Shortness of breath (difficulty breathing); OR
- At least TWO of the following:
 - Fever (100.4 or higher)
 - Chills
 - Muscle pain
 - Sore throat
 - Loss of sense of smell or taste
 - Gastrointestinal symptoms (diarrhea, vomiting or nausea)

If YES, please keep your child at home and notify your site leader. Here is the link to the [MDH Decision Tree for People with COVID-19 symptoms in Youth, Student, and Child Care Programs](#) that we will follow for exclusion. Please know that this document is updated frequently. If a child is at Kids' Company and is not feeling well, their parent will be contacted to pick them up.

HOW WILL THE PROGRAM LOOK? (continued)

STAFF TO STUDENT RATIOS

Guidance from the Minnesota Department of Education and the Minnesota Department of Health now allows us to be in groups of up to 15 and directs that those groups stay as consistent as possible from day to day. Each group will have one to two staff included in that maximum of 15.

SAFETY GUIDELINES

- PHYSICAL DISTANCING - In accordance with MDH guidelines, the students and the teacher will be spaced 6 feet or more apart whenever possible. Adults will work to keep children distanced throughout the day – remembering that the safety guideline is not to be within 6 feet of each for more than 15 minutes – while understanding that young children learn best through cooperative play and socialization.
- FACE COVERINGS - Teachers and children will be required to wear a face covering throughout the day and when in the presence of others.
- HAND WASHING - We will encourage frequent hand washing and hand washing will be required before and after we transition throughout the building and before and after we go outside. Hand sanitizing, with staff supervision, may also be an option in some situations.
- CLEANING + DISINFECTING - Frequent cleaning and disinfecting will occur throughout the day in all program spaces.

SNACK + MEALS

- A light morning and afternoon snack are provided as a part of your child's tuition. Participation is optional.
- We are working with building administrators, Child Nutrition Services and other groups regarding how we will manage lunch on Hybrid at Home days and how we can make use of other spaces in the buildings, such as gyms and playgrounds.
- On Hybrid Home days when children attend Kids' Company, lunch can be purchased through Child Nutrition Services or the child can bring a bagged lunch. (We will not have access to refrigeration for lunches brought by children.)

- If your child has a food allergy or sensitivity, please connect with your Site Leader to discuss.
- For the safety and equality of children, please refrain from sending any celebratory/seasonal treats from home.

SCHOOL-WORK SUPPORT

Our staff, working with assigned district staff, will assist and support children who attend Kids' Company on Hybrid Home days with their school work. Students may need to complete work at home, if they are not able to complete it at Kids' Company.

IMPORTANT DATES

Closed dates for the School Year 2020-2021 are listed below. At this time, Kids' Company is publishing Quarter 1 Non-School Days and Early Release Days. Dates beyond Quarter 1 will be announced at a later time.

CLOSED DATES (2020-2021)

- October 16th (Fri)
- November 25th, 26th, 27th (Wed-Fri)
- December 23rd, 24th, 25th (Wed-Fri), 31st (Thu)
- January 1st (Fri), 18th (Mon)
- February 17th (Wed)
- April 5th, 6th (Mon-Tue)
- May 31st (Mon)
- June 11th (Fri)

NON-SCHOOL DAYS

- Non-school days refers to scheduled dates during the school year when school is not in session but Kids' Company offers all-day care to registered families.
- Program is open from 7:00am - 5:30pm
- Enrollment in non-school day care is optional and requires separate registration from regular care days
- Registration is required to attend; register online in Eleyo

IMPORTANT DATES (continued)

- Cancellations must be made prior to the published deadline. Contact the Kids' Company office (952) 226-0090 to cancel; non-school days cannot be removed online.
- Please note that we are not able to offer Non-School Day Only contracts at this time. If you registered for a Non-School Day Only contract, we will provide a full refund of your registration fee and deposit and will remove your contract.
- Non-school day rate: \$41/day

NON-SCHOOL DAYS | Quarter 1

- October 14th, 15th (Wed-Thurs), 21st (Wed)

EARLY RELEASE DAYS

- Early release refers to dates scheduled by the district during the school year when school releases students prior to the typical end of school time.
- Kids' Company offers care to registered families from school release of students until 5:30pm.
- Registration for the afternoon of an early-release day is done in Eleyo under Non-School Days.
- Early release afternoon rate: \$20/day

EARLY RELEASE DAYS | Quarter 1

- None

REGISTRATION

All parents who wish to have their child/ren attend Kids' Company this fall must register during the registration window. This includes children who have already been registered to attend Kids' Company for the upcoming school year.

- Registration must be completed online in Eleyo.
- Registration will open after the district determines student groups the week of August 24. Registration will remain open through Thursday, September 3, 2020.

- Tier 1 parents must register by the end of the day on Tuesday, September 1, 2020 in order to receive priority placement.
- Once your child's registration has been processed, you will receive an email confirmation.
- Outstanding balances must be paid in full before new contracts will be accepted.

REGISTRATION FEE + DEPOSIT

- A registration fee of \$50 and a deposit of \$100 are paid once per account, per season.
- If you have already registered for the 2020-21 school year and are still interested in care, we will apply your Registration Fee and Deposit to the new registration. All families must re-register, during the registration window, online in Eleyo.
- If you had previously registered for the 2020-21 school year and you do not choose to use Kids' Company along with the school Hybrid model, your registration fee and deposit will be refunded.

ACCOUNTS + BILLING

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 the Kids' Company office via email. The email address used is provided by the account owner.
- Accounts can have multiple owners. Owners are entered into Eleyo during registration.
- If you wish to add an additional owner to the account, the existing owner must call the Kids' Company office.
- Each owner will have their own login credentials.

ACCOUNTS + BILLING (continued)

MULTI-PARTY BILLING

- Parents with two households interested in sharing a single account can each be named as owners. Each owner can view the account and registrations as well as make separate payments.
- If multiple parties are initiating payments to a specific child care account, Kids' Company is not responsible for determining which party has the financial responsibility for specific weeks/days.
- Tuition can be split between parties by a specified percentage, using auto pay; call the Kids' Company office to set-up.
- Owners will each receive an email when a new invoice has been posted to the account.
- Each owner will have his/her own login credentials; stored payment information is not available to the other party.
- Failure by either party to satisfy payment obligations may jeopardize the child's participation in the program.

INVOICES

- Tuition is charged based on your contracted schedule.
- All accounts are paperless.
- Invoices are processed weekly; account owners will receive an automated email when a weekly invoice has been posted to their account.

FLEX SPENDING ACCOUNTS

- The Federal Tax ID number and detailed tuition for each child are listed on weekly invoices.
- If you have a flex spending account and require a signature from the care provider, please contact your Site Leader or the Kids' Company office.
- Flex spending forms may take up to 48 hours to be signed.

FINANCIAL ASSISTANCE

Kids' Company does not offer scholarships or accept childcare assistant payments through CCAP - the Minnesota Child Care Assistance Program.

OUTSTANDING ACCOUNTS

- Outstanding accounts with Kids' Company are turned over to a collection agency. Families may be allowed to re-enroll once all outstanding tuition and fees are paid. Such accounts must be on auto pay in order to remain enrolled.

PAYMENTS

- Payments may be made online by credit card (VISA, Mastercard, Discover, American Express) or checking or savings account, or in person (at the Kids' Company office) by cash, check or money order. Payments will not be accepted at the program site.
- Account owners can enroll in auto-pay through their online Eleyo account. Full weekly tuition for all auto-pay accounts will be processed on Mondays, with the exception of dates that fall on observed holidays (auto-pay accounts will be invoiced the next business day).
- Families are expected to keep their account current, not carrying more than a month's balance. If payment has not been received after a month's time, the primary account owner will be contacted to make payment arrangements. Failure to bring an account current may lead to suspension of care until the account balance is paid in full.

TAX STATEMENTS

Tax statements can be viewed and printed on your online Eleyo account. Instructions on how to view statements can be found on our web page under "Eleyo Instructions".

CONTRACT WITHDRAW

- If you wish to withdraw your child from the program, please do so online in Eleyo.
- Kids' Company requires a five school-day notice for withdrawals. Tuition will be billed regardless of attendance through the effective date 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 \$25 will be invoiced.

PROGRAM POLICIES

ABSENCES

Contact your child's site if your child will be absent. Tuition is not credited for sick days or other absences. If an illness extends beyond a week, contact the Kids' Company office.

VACATION

Kids' Company does not offer vacation time to families.

WEATHER CLOSINGS

- An automated phone call and email from PLSAS will be relayed to alert families of any severe weather closing or early release event. In the event that the district closes due to severe weather, Kids' Company will also close.
- In the event that the district announces an early release due to severe weather, Kids' Company will remain open. The program will deliver a message to account owners via text and email indicating the program closing time. For safety, families will be encouraged to arrange pick-up by the indicated time in the message. Kids' Company's closing time will be based on the severity of weather conditions.
- If you will be arriving after the indicated time, please notify your child's site staff and make arrangements for an emergency contact or authorized pick-up person to pick-up your child.
- Kids' Company will not refund tuition for weather closings while in Hybrid or Distance Learning.

DELAYED START

Kids' Company will open for care according to the delay, 2 hour late start- Kids' Company will open at 9:30am (two hours later than normal opening).

Closings, delays or early closings of Prior Lake-Savage Area Schools are announced on local television stations and on the [district web page](#).

LATE PICK-UPS (Kids' Company closes at 5:30pm)

- The time on the attendance iPad is the time followed.
- If you will be arriving after 5:30pm, please notify your child's site 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 family is late picking up their child, Kids' Company will assess a late pick up fee.
 - Late Arrival under 10 mins - \$20
 - Late Arrival between 11-20 mins - \$40
 - Late Arrival beyond 20 mins - \$60
- If your child is not picked up and you or your emergency contacts cannot be reached after 5:30pm, the police may be called to pick up your child.
- If you are significantly late to pick up your child more than 3 times, a two-week notice of termination may be given for your Kids' Company contract.

AUTHORIZED PICK-UP

- Your child's safety is our first priority; Always be prepared to show identification.
- Authorized pick up persons are listed on the student's contract in Eleyo and on the "Parent iPad".
- Parent communication with site staff should take place before someone other than the parent picks up a child to help staff identify new, incoming adults.
- If parent communication doesn't take place prior to pick-up, students may still be released to the authorized person or emergency contact person.
- In an emergency, you may call to inform the site staff if someone other than an authorized person will pick up your child. A description of the person and identification will be requested before releasing your child.

UN-AUTHORIZED PICK-UP

- Staff are expected to ask for identification from anyone who is not listed as an authorized pick-up on your child's contract.

PROGRAM POLICIES (continued)

- A biological parent can only be designated as an unauthorized pick-up through legal documentation.
- If someone previously had legal custodial rights but circumstances have changed, notify the Site Leader. You must provide the program with a legal document that restricts this individual from picking up your child.
- The Site Leader will share only the necessary information with staff to ensure safety and to provide quality care for your child.
- In the event that an unauthorized person attempts to pick up your child, the Site Leader will contact you immediately.

CHILD CUSTODY

- If a child's custody has been awarded to one party, or if the child has joint custody terms, access to records and student information will be limited to the appropriate parties and shared on a need-to-know basis.
- Official legal documentation, outlining each party's rights must be filed on site and will be followed as it relates to information sharing. The Site Leader will disclose only the necessary details to provide the best care for your child.
- Kids' Company staff will not serve as a mediator or communicator between parties, nor will they be responsible for delegating details of care. This is solely the parent/guardian's responsibility and must be worked out between parental parties.

TRANSPORTING CHILDREN

Under no circumstance will a Kids' Company staff transport a child in their personal vehicle, this includes emergency situations.

WEAPONS

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

RELEASE OF INFORMATION

While Kids' Company must obtain and use certain information about each child to plan the best program possible, this need is balanced with the right of each student and parent/guardian to privacy.

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

MANDATED REPORTING

- It is the policy of ISD 719 to fully comply with the Minnesota Statute requiring all school personnel to report suspected child neglect or physical or sexual abuse.
- All Kids' Company staff are mandated reporters.

RESPECTFUL COMMUNICATION

We expect our staff to maintain respectful and professional communication with parents, guardians and children during all interactions. In addition, we expect that families will maintain respectful communication with all program staff.

ILLNESS, INJURIES + MEDICAL CARE

CHILD ILLNESS

With guidance from the Minnesota Department of Health and aligning with the MN Safe Learning Plan, Kids' Company and ISD 719 families are required to perform daily COVID-19 self-screening procedures prior to being allowed entry to a building. Families are asked to self-assess daily: Is your child/ren feeling sick with:

- New onset of cough; OR
- Shortness of breath (difficulty breathing); OR
- At least TWO of the following:
 - Fever (100.4 or higher)
 - Chills
 - Muscle pain
 - Sore throat

ILLNESS, INJURIES + MEDICAL CARE (continued)

- Loss of sense of smell or taste
- Gastrointestinal symptoms (diarrhea, vomiting or nausea)
- If YES, please keep your child at home and notify your site leader. Here is the link to the MDH Decision Tree for People with COVID-19 symptoms in Youth, Student, and Child Care Programs that we will follow for exclusion. Please know that this document is updated frequently.
- If a child is at Kids' Company and is not feeling well, their parent will be contacted to pick them up.

INJURIES

Injuries come in all shapes and sizes. In an effort to provide the best care possible, Kids' Company has on-site staff members who are CPR/First-Aid Certified. Site staff are knowledgeable to address injuries such as cuts and scrapes, stings, head injuries, etc.

DOCUMENTATION + COMMUNICATION

- 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 CONTACTS

- At the time of registration, you are required to enter a minimum of three emergency contacts to be used in the event of an emergency, child injury or child illness. It is the parent/guardian's responsibility to keep their child's emergency contacts current and ensure the information provided is accurate.
- In the event of an emergency, site staff rely on this information. Staff will always 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.

EMERGENCY CARE

If your child requires emergency care, Kids' Company staff will:

- 1) Administer First-Aid/CPR, as needed
 - 2) Contact emergency services (9-1-1)
 - 3) Contact parents or guardians. 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' Company 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.
 - Program staff are not authorized to transport students in personal vehicles, including in emergency situations.

ADMINISTRATION OF MEDICATIONS

- Physician orders with the child's name, name of medication and dosage are required before administering any type of medication. Kids' Company must also obtain written permission from a parent/guardian before administering any prescribed or over-the-counter medications.
- Staff will document the date, time and who administered the medication during your child's participation in the program.
- Please note: The first dose of a new medication must be given at home to ensure that the child does not have an adverse reaction.

MEDICATION STORAGE

- Prescribed medications must always have a pharmacy-printed label with the child's name, medication and dosage.
- Over-the-counter medication must have the child's name written on the container or package. All over-the-counter medications must be stored in the original container.

ILLNESS, INJURIES + MEDICAL CARE (continued)

- Each child with medications stored at the Kids' Company program site will have a designated zippered pouch for medication and physician order storage. Medical pouches will be brought during any off-site exploring.
- Kids' Company does not have access to medications stored in the Health Office. Medications will not be transferred to/from the Health Office. Kids' Company requires a separate medication for program time; it must be stored in its original container.
- It is the family's responsibility to keep current medications with the program. Staff will periodically look for expired medications, but notifying and exchanging expired medications is the parent/guardian's responsibility.
- Medications will not be administered after the expiration date, this includes life-saving medications. In the event of an emergency, (9-1-1) will be called.

ALLERGIES + CHRONIC CONDITIONS

It is the parent/guardian's responsibility to disclose if their child has any medical conditions or food or non-food allergies that may impact the child's 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 site staff.

SELF-CARRY MEDICATIONS

Children who are authorized by a physician to self-carry medications are allowed to do so during program hours. Asthma or reactive airway medications can be self-administered by a child if:

- Kids' Company has received a written authorization from the child's parent/guardian permitting the student to self-administer.
- 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 appropriately. Staff will also communicate when the medication was used.

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 -5 or if it is steadily raining.
- During times of extreme heat, daily schedules and the amount of time spent outside will be at the discretion of the Site Leader and program staff.

SUNSCREEN + BUG REPELLENT

During registration, families select preferences for sunscreen and bug repellent. The program does not provide sunscreen or bug repellent during the school year. Families must provide lotions or sprays from home to be used during program time.