



# Kids Korner Child Care Parent Manual Summer 2021

COMMUNITY LEARNNG CENTER  
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Welcome to Kids Korner!

Kids Korner is a quality preschool and school age childcare programs. Our goal is to create a caring, high quality learning environment for children before and after school, on specified non-school days, inclement weather emergency days, and during the summer. We provide an environment that encourages adventure, creativity, healthy self-concepts, respect for others, responsible behavior, and a positive attitude.

## Enrollment and Registration

Children ages 3 years old through 4<sup>th</sup> grade (6<sup>th</sup> grade during the summer) may be enrolled providing space is available at the age-appropriate site. Children ages 3 years through entering 6<sup>th</sup> grade may be enrolled into the summer program. Five sites are located throughout the Austin Public Schools system during the school year. The Community Learning Center provides care for children ages 3 — 5 who are enrolled in ECFE or ECSE Preschool programs or with limited availability to the community. Students are required to be toilet trained and able to use the bathroom on their own unless there is a documented medical reason.

A minimum of three (3) business days processing time between completed registration forms and fees are completed and the time a child can begin to attend the program. Children may not start the program until the registration fee is paid and processed. If you indicated that your child has special considerations such as a disability, diagnosis or health condition, a meeting may be required before childcare services can begin to determine the appropriate level of support needed.

Families with outstanding previously unpaid balances or accounts that have been sent to a collection agency may only register under limited circumstances approved by Community Education Coordinator.

### **Registration and Registration Fees**

\$50 non-refundable registration fee per child (family maximum \$100)

\$20 Activity Fee per child is required for summer programming.

Out of Town Trip package fees for school year and summer field trips are optional.

The registration fee must accompany the registration form. Your registration fee covers the period from the first day of the current school year- the last day of summer-unless you withdraw your child from the program during the school year.

- \* All registration forms must be completed online not leaving any fields blank.
- \* Processing for the new school year or summer will not begin if there is an outstanding bill for the child or the family.
- \* From the time the Kids Korner main office receives your completed registration form and fee we have a minimum 3 business day waiting period to process your registration form. You will be provided a start date.

## Site Information

Kids Korner childcare services are provided at 5 sites within the district and 2 sites for non-school days and summer programming. We reserve the right to combine sites upon reasonable notice to parents (for example, non-school days, weather emergency days, summer programming, pandemics).

Community Learning Center — Provides care for children ages 3 — 5 who are enrolled in ECFE or ECSE Preschool programs or with limited space availability to the community. The CLC site is open 7:00 am—5:15 pm. All students must be toilet trained at the time of enrollment unless there is a documented medical reason. Austin Public Elementary Schools (Banfield, Neveln, Southgate, Sumner and Woodson) — Provides care before and after school care for Austin Public School children kindergarten through 4<sup>th</sup> grade. Woodson site is open 6:15 - 8:15 am and 2:00—5:15 pm. The elementary sites are open 6:15 pm-8:00 am and 2:30—5:15 pm. Students will be clocked in when they are dismissed from their classroom. This dismissal time will vary from classroom to classroom and may be earlier than the official school dismissal time.

The Elementary Summer site can accommodate children who have completed 1<sup>st</sup> grade through completed 6<sup>th</sup> grade. The Early Childhood site will accommodate preschool aged children through completed Kindergarten.

### **Hours of Operation**

Community Learning Center	7:00 am -5:15 pm
Woodson Kindergarten Center	6:15 am - 8:15 am and 2:00 pm — 5:15- pm
Banfield, Neveln, Southgate Elementary Schools	6:15 am — 8:00 am and 2:30 pm -5:15pm
Sumner Elementary School:-Students are at Banfield Site	6:15 am — 8:00 am and 1:40 pm — 5:15pm
Inclement Weather and Non-School Days	7:00 am – 4:30 pm

### **Kids Korner will be closed on the following days:**

Labor Day	Thanksgiving Day & day after
Christmas Eve & Christmas Day	New Year's Eve & New Year's Day
Good Friday Memorial Day	June 3 <sup>rd</sup> & 4 <sup>th</sup>
July 5 <sup>th</sup>	
August 19 & 20	August 27th

\*Additional days may be added as determined for programming preparation and training.

### **Telephone Directory**

Parents **must contact** Kids Korner sites directly regarding absences, illnesses and emergencies. Each site is equipped with a message service.

Banfield and Sumner Site	460-1204
Community Learning Center (CLC) Site	460-1702
Neveln Site	460-1607
Southgate Site	460-1304
Woodson Site	460-1405
Kids Korner Billing	460-1706
Kids Korner Inclusion Specialist	460-1714
Community Education Coordinator	460-1704
Community Learning Center Main Office	460-1700

## **Non-School Days/Early Release Days**

During the regular school year when school is not in session, the Kids Korner programs will have designated sites open. Parents will be required to sign their child(ren) up in advance to attend to allow for appropriate staffing. Children enrolled in the regular Kids Korner program will be charged a half day rate or daily rate. Any changes after set deadline will result in charges for days that were requested for care according to sign up form. Children will not be added for childcare after deadlines.

## **Children with Special Needs**

Kids Korner is an inclusive program and enrolls children with special needs on a case-by-case basis. Kids Korner may not be able to accommodate some children with special needs if the special needs of the child require additional specialized staff, specialized facilities, fundamental changes to the program, causes an undue financial burden to the program, or puts the child, other children, or staff at risk. It is the parent/legal guardian's responsibility to identify their child's need on the enrollment forms. Failure to identify your child's special needs may result in a temporary removal from the program while we assess and put in place appropriate accommodation's.

If a child has specialized support needs the enrollment process may take longer than the minimum 3 -day processing period. Once enrollment papers and registration fee are received, the Kids Korner Inclusion Specialist will contact the parent/legal guardian, case manager and/or teacher of the child to determine approximate support and accommodation needs. If the child has an Individualized Education Program (IEP), Kids Korner will also request a copy of the IEP from the Special Services office, this is used as a reference and starting point when determining what types of supports are successful to the child in a school/group setting. In special circumstances, a meeting with the parents, school staff/case manager/IEP team, and Kids Korner Inclusion Specialist may need to take place prior to a child attending Kids Korner.

If it is determined through meeting with the parents/legal guardians, Kids Korner staff and IEP team, if applicable, that the child has the requisite skills necessary to participate in Kids Korner programming; the child will be able to start attending when accommodations and/or supports are in place and only if the accommodation allows the child to participate in and be integrated into the program. Kids Korner is a group based childcare setting, as such, a child cannot routinely require one-on-one supervision or support. All students are subject to our behavior expectations, policies, and procedures. Kids Korner reserves the right to suspend programming until an IEP team meeting can be held if a child is unable to successfully participate in programming on a consistent basis.

Kids Korner is able to make reasonable accommodations within our setting. All students are expected to participate in programming within our staffing guidelines (staffing ratio of 1: 10 for PreK-K and 1: 15 for grades 1-4) without direct or individual support. Reasonable accommodations can include but are not limited to: visual supports, scripted stories, or offering parallel activities. Kids Korner staff work closely with school staff to obtain specialized sensory items that include but are not limited to; noise reduction headphones, specialized seating options, or some weighted materials, if these are part of their identified support program.

We understand that needs may change over time and can even vary between schoolyear and summer programming. Should support or accommodation needs change, the Kids Korner Inclusion Specialist will work with the child's parent/legal guardian and case manager to discuss any possible changes in Kids Korner supports and accommodations.

## Payments, Rates and Billing

### **Child Care Rates**

Cost for the program during the Summer of 2021:

All Summer accounts will be assessed a \$20.00 Activity Fee.

**Kids Korner**— Completed grades first -sixth: \*All fees are per child per week.

\$50 per child non-refundable registration fee, \$100 fee cap per family

- Full Time Summer Child Care 30-40 hours per week: Minimum Weekly Charge for 30 hours \$105.00 per week. Hours over 30 are billed at \$3.50 per hour.
- Part Time Summer Child Care 20-30 hours per week: Minimum Weekly Charge for 20 hours \$74.00 per week. Hours over 20 are billed at \$3.70 per hour.

**Kids Korner-** Children 3 and up Completed Preschool and Completed Kindergarten \*All fees are per child.

\$50 per child non-refundable registration fee, \$100 fee cap per family

- Full Time 30-40 hour per week; \$130.00 per week
- Part Time 20-30 hours per week; \$95.00 per week

All hours above maximum contracted weekly amount will be billed \$3.50 per hour.

**Kids Korner Field Trip Only:** Completed Preschool – 6<sup>th</sup> grade.

\$50 per child non-refundable registration fee, \$100 fee cap per family

- Minimum Charge per week: \$32.00 per day.

Children attending more than 1 day for in town or out of town field trips will be charged for additional days at daily rate of \$32.00. Out of town field trips are an additional expense.

**\*ALL accounts will be billed the Contracted or Minimum amount each week, regardless of attendance. (Including but not limited to vacation, child absences, illnesses, holidays, site closures, quarantines).**

**Parent agrees to provide 2-week notice prior to termination if date is different from the above ending date and pay termination fees. Termination Fees are 2 weeks of YOUR minimum contracted weekly rate for Preschool/ Kindergarten \$130.00 or \$95.00 or minimum weekly rate for grades 1-6 \$105.00 or \$74.00.**

**Termination forms are available on the last page of this handbook or by contacting the main billing office.**

### **Billing and Payment**

Accounts are billed bi-weekly, and invoices will be email. Parents/legal guardians will receive their bi-weekly bill according to the schedule. Payments are due on Thursday the week the invoice is email to Parent/Guardian 1 listed on registration. If a family has multiple children, one bill will be provided for all children. Families that are behind in their payments will not be allowed to use the program until their accounts are paid in full. Families on childcare assistance will be billed the difference between the cost covered by their assistance and the actual cost if there is a difference plus any co-pay if applicable.

### **Payment options are:**

\*Online from Click-to-pay link on your billing invoice \*Auto-pay- Credit/Debit Card authorizations can be set up by contacting the Kids Korner main office. \*Parents who split childcare expenses may opt for divided billing. Contact Kids Korner billing office to make payment arrangements. A copy of the court or parental obligations agreement must be provided.

## **FOR KIDS KORNER TO ACCEPT LEGAL RESPONSIBILITY, EACH CHILD MUST BE SIGNED IN AND OUT EACH DAY BY AUTHORIZED STAFF AT KIDS KORNER SITES.**

### **Miscellaneous charges (when applicable):**

- A late fee of \$15.00 will be added to the invoice if the payment is not received by Thursdays of due date. We reserve the right to suspend or terminate service if the invoice is not paid. No cash will be accepted.
- We reserve the right to require a prepayment contract Auto Pay for habitual late payments.
- If your child is *scheduled* to attend Kids Korner in the morning and we have not been notified by 6:15am of your child's absence, you will be billed a **\$5.00/per child "No Call" fee**. Families who are *scheduled* to use us in the afternoon and fail to notify the site by 1:30pm of your child's absence will be billed a **\$5.00/per child "No Call" fee**.
- A \$40.00 fee will be charged for any non-sufficient checks received. The parent / legal guardian will be required to submit all future payments by cash, money order or credit/debit card.
- Late fees will be applied to the children's staying beyond 5:15pm. **Late pick-up fees will be \$10.00 per child for every five minutes past closing**. This fee will be assessed on your next bill. We reserve the right to cancel services if this becomes habitual. If the account has an outstanding balance owed, we reserve the right to obtain payment for the late pick-up within 48 hours or immediate suspension may occur.

### **Families on Assistance**

- Co-pays are due bi-weekly. Co-pays must be paid in full according to the billing schedule. Failure to make payment may result in suspension/termination and will be reported to the Department of Human Services.
- Any fees that may not be covered by assistance will be the responsibility of the parent and is due according to the billing schedule.
- Clients receiving grants must remain current with all childcare charges.
- Written authorization from agency providing childcare assistance must be received in the Kids Korner billing office prior to the start of childcare services.

### **Withdrawal from the Program**

If you choose to end your enrollment in the Kids Korner Program, a Withdrawal Form must be completed and submitted to the Kids Korner main office. Kids Korner requires a 2-week advance written notice of termination. Fees per child will be charged for 2 weeks from date of withdrawal. A withdrawal form is available from the Kids Korner main office, from your site supervisor, or online at [www.austin.k12.mn.us](http://www.austin.k12.mn.us). Without completion of this form, the school year \$30.00 weekly minimum **OR** if during summer programming your contracted minimum will continue until a written termination is provided. Verbal notice of termination is not allowed. WE do not allow for a temporary suspension unless there are extraordinary circumstances that have been approved by the Community Education Coordinator.

### **Hours and Absence**

Parents /Legal Guardians **MUST** notify their Kids Korner site if their child will be absent at any time. School offices do not provide Kids Korner with absence information. If your child does not arrive after school, program staff will investigate immediately by attempting to contact you, classroom teacher, emergency contacts, and — if necessary — the police. If your child(ren) is scheduled to attend Kids Korner in the morning and haven't notified the site by 6:15 am of your child's absence, you will be billed a \$5.00/per child "no call" fee. Families who are scheduled to use us in the afternoon and fail to notify us by 1:30 pm of your child's absence will be billed a \$5.00/per child "no call" fee. If you continually fail to notify us of changes in your child's schedule it may result in termination from the program.

## **Field Trips**

Field trips are considered an integral part of our program. Some field trips will have a set minimum age requirement.

- Parents will be notified when a field trip is planned and will need to sign a parental permission form in advance.
- A nominal fee may be charged for some of the field trips.
- After the field trip sign-up deadline, no refunds of trip fees will be given.
- Field trips are well planned and include snacks, transportation, entrance fees and other misc. expenses. Extra spending money is not usually needed on these trips and is discouraged.
- Students must arrive 1 hour prior to the departure time to allow for proper preparation. Kids Korner reserves the right to revoke field trip participation for students arriving less than 1 hour prior to the departure time, without prior staff approval.
- Inappropriate behavior on a field trip will alter permission to go on the next field trip. All students are required meet the pre-determined ability level to attend. Occasionally field trip participation can be denied due to child's behavioral needs. Parents/Guardians will be notified prior to the field trip. For students who receive Special Education Services the parent/guardians may request an IEP meeting to determine eligibility requirements to attend field trips. Some students and legal guardians may be required to sign a Field Trip Behavior Contract to attend. Field trip fees are non-refundable.

## **Parental Access**

\*\*\*\*When Covid 19 guidelines allows----Parents or legal guardians of children enrolled in the Kids Korner program may visit the center at any time while their children are in childcare. Visits must not impede programming or violate the privacy of other students attending childcare.

Current guidelines do not allow for parents/legal guardians to have access to program areas.

## **Snacks and Lunches**

A snack is served during the afternoon Kids Korner program. All food served to students must be purchased from commercial sources such as bakeries, dairies, or grocery stores. Due to public health reasons, food cannot be prepared at home to be shared with others. Kids Korner does not provide a lunch during the school year, on non-school days or inclement weather emergency days. This is the responsibility of each parent or guardian to provide a lunch if children will be attending during lunch. Please check with your child's site supervisor to get specific information about lunches and lunch options.

Students attending childcare at the Community Learning Center have the option to participate in the Austin Public Schools lunch program. Parent/legal guardian will need to complete forms to set-up a student lunch account. The lunch account will be charged for each lunch ordered for student. Some students may qualify for free/reduced lunch. Parent/legal guardian must notify the CLC site by 9 am each if a lunch needs to be ordered for their child.

## **Personal Property**

Children are not allowed to bring personal items to the program unless requested to do so. Toys brought from home will be the responsibility of the child and parent/legal guardian. Kids Korner cannot be responsible for any damaged or lost toys. Toys brought to school should not be violent in nature or represent weapons of any kind. A great responsibility is placed on our staff when they must keep track of personal items. We want staff to focus their attention on the safety of the children present.

Kids Korner is not responsible for any lost or stolen coats, hats, mittens, boots, backpacks, etc. These items are the sole responsibility of the child and parent/legal guardian.

## **Destruction of Property**

Parents or legal guardians are responsible for paying for any damages their child causes while participating in the program. By signing the registration form, you are assuming responsibility.

## **Presence of Pets**

If a pet or pets will be present for special activities at a Kids Korner site, a notice will be posted at the site before the event. This will serve as notice to parents, so that in case any child is allergic or afraid, they will know beforehand to make other arrangements for that time.

<h2><b>Health and Safety</b></h2>
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## **Medication**

Kids Korner does not staff a nurse (LPN or RN); because of this, we have very specific Guidelines under which we can administer medications. Guidelines are set forth to us by the Minnesota Department of Human Services and must be followed.

- All prescriptions must be on the ***Kids Korner Medication form: Physician Order/Parent Authorization*** or one provided from the physician's clinic.
- All physician's orders/parent authorization forms must be **signed by the doctor and parent/legal guardian**. Only the Community Education Coordinator or Inclusion Specialist can approve authorization forms.
- Medication authorization forms must be turned into the Kids Korner **Main Office** for authorization- medication forms will NOT be accepted at school sites.
- If a medication is to be given during Kids Korner hours and is indicated on the registration forms a **child may not attend Kids Korner until all necessary paperwork is signed and approved** by the Community Education Coordinator.
  - Sites **will Not** accept medications until forms have been approved.
- If a medication is prescribed to be given "as needed" or PRN- an action plan or plan for administration must be provided from the prescribing physician.
  - Over the counter medication cannot be given without a prescription from a doctor (including action plan)
- **Medication labels (printed from the pharmacy) must match information exactly as it appears on the approved authorization forms.**
  - Both must state exact dosage and specific times of administration.
- Medications can only be administered per directions on the medication form/prescription bottle.
  - If there are special directions (with food, dissolved in water, etc.) -those instructions must be stated both on the bottle and on the authorization form from the physician.
- Only trained and authorized Kids Korner staff can administer medication.
  - Authorized staff will document on the medication administration for each time the medications is given at Kids Korner.
- All medications will be kept in a locked location while at the program site.
  - Medication will be taken on field trips as needed and checked out to one authorized Kids Korner staff and kept away from student access.
- Kids Korner does **NOT** have access to medications or medical information used during the school day does not do we share medications with the school day.



- A parent or legal guardian must bring medication to the site. Kids Korner staff **will not** transport medications to another site on non-school days or summer break.
  - Children are not allowed to bring medications to the site or keep medication in their backpacks or other belongings.
  - All medications must be given directly to site supervisor and checked in.

## **Medical Illness or Emergency\*\***

Please keep your child home if your child...

1. Has vomited, had diarrhea or a fever (of 100 degrees) in the last 24 hours.
2. Has skin sores, eye drainage, strep or bacterial infection, He/she may return to the Center when medication has been administered for 24 hours and signs of healing are evident.
3. Has an infectious disease or a rash of undiagnosed origin, a physician's release may be required before returning the Center.
4. Has unexplained lethargy, or they cannot participate in regular daily activities.
5. Has significant respiratory distress.
6. Is not able to participate in normal activities.
7. If your child needs an over the counter medication it is recommended that you keep them home.
8. Reference COVID 19 Preparedness Plan for more information for COVID-19 symptoms.

Kids Korner is required to 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.

Kids Korner must post or give notices to the parent or legal guardian of an exposed child the same day the program is notified of a contagious reportable disease specified in Minnesota Rules, part 4605.7040, for scabies, impetigo, ringworm, or chicken pox. Kids Korner staff will post a notice on site near the check in computer for parents or legal guardians to see. The notice will include the diagnosed illness, the possible date of potential exposure and signs and symptoms to watch for. The child's name will not be disclosed.

When a child becomes sick, Kids Korner must immediately notify the sick child's parent or legal guardian and arrange for pick up. The child needs to be isolated in order to prevent the spread of illness. Isolating the child from other children in the program does not mean the child has to be in a separate space. It means the child should not be actively participating in activities with other children while waiting to be picked up.

## **Medical Emergency**

In the event of a medical emergency or accident, Kids Korner staff will attend to the child with first aid and call 911 if appropriate. We will then contact the parents or legal guardians. If the parents/legal guardian cannot be reached, staff will take whatever medical measures are necessary for the care and protection of the child. By signing the Registration/Release Form, parents/legal guardians are giving Kids Korner staff the authorization to take emergency medical measures. If an ambulance is called a staff will accompany your child to the hospital. If a child received a minor injury, first aid will be given, and the parents or legal guardians will be notified when they pick up the child.

## **Allergies**

Before a child is admitted for care, Kids Korner must obtain documentation of any known allergies from the child's parent or legal guardian and an Allergy Action Plan from the child's physician. This documentation will be maintained annually. The documentation from the physician must include:

- A description of the allergy, specific triggers, avoidance techniques and symptoms of an allergic reaction.
- Also, procedures for responding to an allergic reaction, including medications, dosage, and a doctor's contact information.

All allergies indicated on the registration forms must meet the above criteria. If any medication is needed to support/prevent/treat the allergy, proper medicine authorization forms must be provided and approved by the Community Education Coordinator prior to the child starting care (see "Medication" section on page 7).

Kids Korner will also notify staff who work directly with the child of each child's current allergy information at least annually, and when a change is made to allergy-related information in a child's record, Kids Korner will inform staff of any change. Documentation will be made of a staff's awareness of the child's allergy.

A child's allergy information will always also be available including on-site, when on field trips or during transportation. Food allergy information will be readily available to staff in the area where food is prepared and served to the child.

## **Seizures**

If a child has a history of seizures or a seizure disorder, prior to starting care Kids Korner must obtain documentation from the child's parent/legal guardian and a Seizure Action Plan from the child's physician. This documentation will be maintained annually. The documentation from the physician **must** include:

- The type and description of seizures (absence, tonic, focal, etc.)
- Seizure triggers or warning signs
- Basic care instructions, including how to assist/provide care for the child after a seizure occurs.
- Emergency response protocol
- When to administer medication, medication name and specific instructions for administration
- Any other special considerations or precautions.

If any medication is needed to support/prevent/treat a seizure, proper medicine authorization forms must be provided and approved by the Community Education Coordinator prior to the child starting care (see "Medication" section on page 7).

## **Asthma**

- If a child has asthma, prior to starting care Kids Korner/Kids Connection must obtain documentation from the child's parent/legal guardian and an Asthma Action Plan from the child's physician. This documentation will be maintained annually. The documentation from the physician **must** include:
  - Asthma triggers listed or identified clearly
  - "Green Zone" or prevention measures (description of zone/measures and symptoms/indications, steps to address or resolve symptoms)
  - "Yellow Zone" or control/quick-relief measures (description of zone/measures and symptoms/indications, steps to address or resolve symptoms)
  - "Red Zone" or emergency measures (description of zone/measures and symptoms/indications, steps to address or resolve emergency)
  - Steps/times to administer any medications must be indicated on the Asthma Action Plan
    - If any medication is needed to support/prevent/treat a seizure, proper medicine authorization forms must be provided and approved by the Community Education Coordinator prior to the child starting care (see "Medication" section on page 7)
- If using an inhaler, directions of use must be clearly stated on the Medication form as well as in the Asthma Action Plan.

Kids Korner will also notify staff who work directly with the child of the Asthma Action Plan and other medication support needs at least annually and when a change is made to any asthma-related information in a child's record A child's asthma action plan will also be available at all times including onsite, when on field trips or during transportation.

**Immunization Records**

A copy of a child's immunizations or an applicable exemption is required before a child's first attendance day. You may either bring a copy of your child's immunizations to Kids Korner or give Kids Korner permission to obtain an up-to-date copy from Austin Public Schools.

**Building and Physical Premises; Free of Hazards**

Kids Korner will ensure the areas used by a child are clean and in good repair; and the furniture and equipment is structurally sound and is appropriate to the age and size of a child who uses the area.

Kids Korner must ensure hazardous items including but not limited to sharp objects, medicines, cleaning supplies, poisonous plants, and chemicals are out of read of a child.

Kids Korner must safely handle and dispose of bodily fluids and other potentially infectious fluids by using gloves, disinfecting surfaces that come in contact with potentially infections bodily fluids; and disposing of bodily fluid in a securely sealed plastic bag.

**Kids Korner Discipline and Behavior Guidance Policy**

**Kids Korner Student Expectations, Discipline and Behavior Guidance Policy**

Kids Korner works to provide a safe, positive environment for the children and adults involved. We are here to nurture, enhance, and support your child/children's development and decision-making abilities. To do so, we have specific guidelines that include following directions, respecting others and their property, and acting in a safe manner.

**Child Guidance:**

Kids Korner strives to provide a program that delivers developmentally appropriate enrichment activities in a setting that promotes respect of self, others, and property (School Board Policy 506). Child guidance strategies include positive reinforcement, positive role-modeling, intervention techniques, and redirection.

**Kids Korner Student Expectations:**

- |  |  |
|--|--|
| *Respect self, others and property             | * Participate in group activities to the best of their abilities |
| *Use acceptable language                       | *Ask permission to leave an area                                 |
| *Use of appropriate physical contact           | *Be responsible and accountable for their actions                |
| *Follow the direction of all Kids Korner staff | *Abide by all district policies                                  |

**Behavior Considered Harmful or Inappropriate**

- Blatant disrespect or absolute refusal of staff
- Removing self from group without permission
- Leaving or attempting to leave program and/or field trip location
- Behavior that disrupts activities and/or program participants
- Outbursts with endanger others

- Destruction of property

### **Behaviors which directly or indirectly threaten a person's right to be safe:**

- Physical aggression towards others
- Verbal aggression towards others
- Bullying, teasing and harassing of others
- Inappropriate touching of others
- Threatening statements that effects the safety or well-being of others

Per School Board Policy 510 - All rules pertaining to student conduct and student discipline extend to all school-sponsored activities.

### **Consequences for Harmful or Inappropriate Behavior:**

Participation in Kids Korner is a privilege. All children must follow the rules of the program. Harmful or inappropriate behavior towards other students or Kids Korner staff may result in loss of special activities, calls for early pick up, suspension, or dismissal from the program. Children are assisted in finding solutions to current situations, understanding consequences and developing self-control.

### **Behavior Notices**

If a child is continually having difficulty following the KK program expectations/behavior policy:

1. The child will be redirected, and the expectation restated to the child. Repeated attempts to redirect, will result in either a short break away from the activity or redirection to alternate activity.
  - a. Staff will discuss child's behavior with the child and assist him/her in determining steps to change the behavior or solve the problem
  - b. Child's behavior will be relayed to parent or guardian verbally, or in a written format if parent/guardian is not available
2. Should inappropriate behavior continue, despite staff redirection and attempts to help resolve the issue, a behavior note will be written and sent home
  - a. Short behavior notes will be used to communicate first time occurrences or behaviors that do not largely impact programming, other children or staff
  - b. Long behavior notes will be used to communicate behaviors that occur over a longer period of time, require multiple interventions, or significantly impact programming, other children or staff
3. If a child receives three written warnings, the third warning may serve as a notice of temporary suspension from the program. The length of suspension will be determined by the severity of the child's actions.
  - a. A conference with parents or legal guardians and Kids Korner staff may be required prior to the child returning to programing
4. If a child's behavior results in injury or significantly impacts the safety of others in the program, immediate suspension of 1-3 days may occur without prior written warnings. \*All fees and charges will apply during suspension.

### **Calls for Early Pick Up**

Parents/legal guardians may be required to pick up their child within 30 minutes if the situation warrants. Situations include but are not limited to physical aggression, other unsafe behaviors, or behaviors that require direct staff support for an extended period of time.

- If a child is not picked up within 30 minutes, care will be suspended for the following day

- Along behavior note will be filled out for parents/legal guardians to review and sign. Together, staff and parents or legal guardians will work to develop a plan to solve the problem.
- Childcare fees will be applied to account per scheduled attendance.

### **Suspension or Discontinuation of Programming**

If a child's behavior puts him/herself, other children, or staff in danger, or is extremely severe, immediate suspension or permanent dismissal may occur

- Suspensions are typically 1-3 days; however, Kids Korner reserves the right to suspend until a meeting with parents and/or the IEP Team (if applicable) can take place — **parents/legal guardians are still responsible for the weekly minimum if a child is suspended.**
- While we make every effort to give immediate notification of suspension, occasionally notification of suspension may not occur until the following day.
- Childcare fees will be applied to account for days scheduled to attend while suspended.
- A behavior contract may be created if behaviors are continual or a pattern of behavior is identified. The behavior contract will be reviewed with and signed by the child and parents/legal guardian
- If the child is unable to adapt to the behavior contract and the Kids Korner behavior policy, parents/legal guardian will be asked to make alternative childcare arrangements and dismissal from the program will occur.
- ❖ Kids Korner staff reserve the right to contact local law enforcement should a child leave school property unattended for any reason.
- ❖ If a child is displaying inappropriate, unsafe, or harmful behavior, we reserve the right to not allow the child to attend any or all field trips for safety purposes. Parents/legal guardians are still responsible for the field trip fee.

Our discipline policies are tailored to the developmental level of the ages of children the site is equipped to serve. When necessary, the children are redirected away from problems and toward constructive activity to reduce any conflict. Children are taught how to use acceptable behavior to reduce conflicts. Our established policies are designed to protect the safety of children and staff persons.

If a student is demonstrating a pattern of concerning behaviors Kids Korner will make every effort within the parameters of the program to develop a plan that best serves the student. This could include working with all school personnel involved. Kids Korner is an Austin Public Schools program with rights to data sharing with Austin Public Schools entities without the additional Data Privacy Forms.

When persistent unacceptable behavior occurs, the staff member or designee will record the behavior of the child and staff response to the behavior in the daily log.

When a parent is given a written notice, an opportunity will be provided to address the behavior documented in a consultation with the child's parent(s) and Kids Korner staff.

## **Operation of Kids Korner During Inclement Weather**

We ask you to take a few minutes **now** and develop a weather emergency plan for you and your child(ren). We strongly suggest that you have alternate care for your child as a back-up during inclement weather, and that you talk that plan over with your child in the event of a natural disaster the children will be evacuated to the nearest shelter.

We ask you to follow these guidelines during inclement weather:

Late Start CLC - If school has a delayed start time the CLC preschool will not hold classes for the morning, but afternoon classes will be held. Kids Korner at that site will be open at 7:00 am. If school is cancelled for the day after the site opens, Kids Korner will remain open until normal closing time unless directed to close by the superintendent. School lunch will not be provided if school is closed prior to lunch being served.

Late Start Woodson & elementary sites - If school has a delayed start time, Kids Korner will be open at 6:15 am at Woodson Kindergarten Center and each elementary site. If school is cancelled for the day after the site opens, Kids Korner will remain open at each location until normal closing time unless directed to close by the superintendent. School lunch **will not** be provided if school is closed prior to lunch being served.

Early Dismissal all sites - If school closes early because of weather, Kids Korner will be open at dismissal time until normal closing time unless directed to close by the superintendent. School lunch will not be provided if students are released from school prior to lunch being served.

School Cancellation — When school is cancelled for the day because of weather **before 6:00 am**, Kids Korner will be open at 7:00 am-4:30 pm at Woodson Kindergarten Center unless directed to close by the superintendent. If school is cancelled for the day **after 6:00 am**, Kids Korner will open at individual sites 7:00am-4:30pm. School breakfast or lunch **will not** be provided. All announcements will be made through local media outlets and district portal system.

## **Program Information**

### **Data Sharing Practices**

It is the practice of Austin Public Schools to share data with appropriate representatives from Mower County Human Services, Mower County Corrections, County Attorney's Office, law enforcement on a need to know basis for the sole purpose of coordinating services to support the education of a student in the Austin Public Schools. Parents will be provided written notice of this practice at the beginning of each year. (Minn. Statute 626.558) Notice will be provided through home school.

### **Directory Information and Photos of children**

The school supplies directory information each year containing students' and parent's names, addresses, and telephone numbers. School directory information is released without parental permission unless the parent provides the school principal and Kids Korner notice in writing that they do not want information released. (Board Policy 515)

Pictures of your child may be taken during the year and used in district publications and social media outlets without parental permission unless the parent provides Kids Korner notice in writing that they do not want their child photographed.

### **Custody Information and Restraining Orders**

Custody and restraining orders must be on file in the school office and the Kids Korner main office. It is vital that you keep the school and Kids Korner informed in writing if there is a legal ruling that an individual is restricted from seeing your child.

### **Release of Children**

Children will be released only to persons authorized to pick them up as indicated on the enrollment forms. For us to become familiar with authorized persons picking up your child we will require photo identification.

This is for the safety of your child. If someone other than the authorized person will be picking a child up, there must be written permission from the parent and the person picking the child up must bring picture identification with them. This includes emergency pick up and weather-related releases.

We must be notified of all phone and address changes listed on the child's registration form. This includes the child's residence, and all emergency phone numbers that have been listed. If we have not been notified of those changes and cannot reach the parent/legal guardian or emergency contacts, we reserve the right to contact the child endangerment agency and the right to deny further childcare services to the family.

In the case of divorced or separated parents, the Custodial Parent must communicate with the center whom the child/children may be released to. The Custodial Parent must approve of all verbal or written changes from the Non-Custodial Parent regarding release information. We must be notified of all address and phone number changes you have listed.

### **Guidelines for Time Clock System:**

#### **Kids Korner staff are currently signing children in and out each day.**

1. Every student will be assigned a 5-digit pin number. It is the parent or caregiver's responsibility to remember and safeguard their student(s) pin number.
2. Parents will use student's pin to sign student in and out of Kids Korner each day.
3. If a person other than parent will be dropping off or picking up student, the authorized person needs to be provided the pin number by parent. Kids Korner staff will not have access to pin numbers or use a student's pin number to sign them in or out. Do not share your student's pin with them as they are not allowed to sign themselves in/out.
4. If student is not signed in or out with pin number, the student's bill will reflect charges from 6:30 am 6:00 pm. Habitual offenders will also be assessed a \$5 per student per incident fine.
5. There may be times when you will pick up your student from a location other than your site. In this instance, we will have a paper in/out sheet that you will use to sign your student out. The Kids Korner main office will enter those times into the system for those situations only.
6. The Kids Korner office will provide you with your pin number 2 times a year without additional charges. Any subsequent requests for pin numbers will result in a \$5 per occurrence fee.

### **Parent/Pick-up Person Arriving Under the Influence**

Kids Korner staff members, as school district employees, are mandated reporters of child endangerment concerns. If a parent/legal guardian/pick-up person arrives at a Kids Korner center to pick up their child(ren) and a staff member has a reason to believe that the parent/legal guardian/pick-up person is under the influence of alcohol or drugs, certain steps will be taken. Staff members will deter the parent/pick-up person from taking their children and will notify law enforcement. If parent/pick-up person cannot be deterred until law enforcement arrives, staff members will follow the person to the vehicle, write down the license plate number and car description, and then immediately phone the police station with the information. It will then be in the law enforcement personnel's hands to make a determination and recommendation. Staff members will also file a mandated report to the Department of Human Services.

### **Child Abuse Reporting**

**ANY** Kids Korner employee who knows or suspects physical abuse, sexual abuse or neglect **MUST** report to school administrator, school social workers and Department of Human Services. The authorities are then contacted, and the reporting employee will make a written report within 72 hours. School district employees are mandated to report any suspected abuse and are liable if they fail to report any suspected abuse.

In the case of suspected child abuse or neglect, staff will document only what they see. In documentation, they will record only the facts, not opinions or feelings.

We do not "investigate" any signs of abuse, even if we are asked to do so. A subpoena of confidential documents from our center does not always mean we have to disclose them. There are some documents that may require a court order for disclosure.

## **Communications and Grievances**

Parents or legal guardians can request a conference at any time with the Community Education Coordinator, and if you have specific questions or concerns you prefer not to discuss with staff members, you may reach the Community Education Coordinator at the Community Education office (460-1704).

If you as a parent or legal guardian have a grievance about the Kids Korner program, there is a process in place for you to follow to correct the situation. You would be advised to take the matter to these individuals, in the following sequence: First speak to the Site Supervisor directly. If further assistance is needed contact the Community Education Coordinator (460-1704). If you still are not satisfied with the resolution of your concern, contact the Community Education Director (460-1701). For matters that are not resolved with the previous three contacts and you wish to pursue the matter further, contact the Superintendent of Austin Public Schools at 460-1900.

In accordance with the Minnesota State Act Against Discrimination Section 363.03 subdivision 1 the policy of Austin Community Education and Kids Korner Child Care is that there shall not be discrimination against individuals based on race, color, creed, religion, national origin, disability, or status with regard to public assistance in the opportunities to participate in the program.

**COVID 19** Kids Korner adhere to recommendations and guidelines set by the [Centers for Disease Control and Prevention](#), [Minnesota Department of Health](#), [Minnesota a Department of Education](#), [Minnesota a Department of Human Services](#) and Austin Public Schools. Closure of childcare services due to COVID 19 exposure will be done under the direction of the Health Department and Austin Public Schools. These policies may change as new guidelines and recommendations are released

Thank you for supporting the Kids Korner Program!

Updated 5/26/2021TW





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Community Learning Center  
912 1<sup>st</sup> Avenue NE  
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## WITHDRAWAL FORM

Child's name(s) will be ending Kids Korner services

\_\_\_\_\_

on date ending \_\_\_\_\_

Phone number: \_\_\_\_\_

School child attends: \_\_\_\_\_

Reason for withdrawal: \_\_\_\_\_

Please return this form to your Site Supervisor  
or the main office which is located at the  
**CLC. Please note that we do require a two-  
week notice** If you choose to withdraw  
immediately two weeks of your weekly  
contracted minimum charges will be  
incurred. An invoice will be sent for  
immediate payment. Thank you.

