

KENYON-WANAMINGO



KNIGHTS KIDS

**Quality Certified Childcare Center for children
33 months to entering 5th grade**

Parent Handbook

Updated August 2022

Community Education Office

400 Sixth Street
Kenyon MN 55946
Fax # 507-789-6104
www.kw.k12.mn.us

Knight Kids Coordinator

Kay Benzick
507-789-7028
kbenzick@kw.k12.mn.us

Community Education Director

Amy Belcher
507-789-7015
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Knights Kids Sites

Kenyon

K-W Middle High School
Room F116
400 Sixth Street
Kenyon MN 55946
507-789-7010

Wanamingo

K-W Elementary School
Room 120
225 Third Avenue
Wanamingo MN 55983
507-789-7018

Site Lead: Kay Benzick
kbenzick@kw.k12.mn.us

Site Lead: Mary Jo Helland
mhelland@kw.k12.mn.us

***Please leave all messages related to attendance, sickness, schedule changes, etc on Knight Kids numbers above, not in the Community Education office. We may not receive your message in time to relay it to Knight Kids.**

PROGRAM OVERVIEW

Welcome!

The staff of Knights Kids would like to welcome your family to the program. We are excited that you have selected our certified childcare center for your child! Our goal is to create a caring, stimulating learning environment that focuses on all aspects of each child's development. We offer low staff to student ratios and a variety of enrichment opportunities. The Knights Kids program is supported by fees paid by participating families, and we accept payments from the Child Care Assistance program. For more information contact the Social Service office of the county in which you reside. The Knight Kids program is administered by the Community Education Department of the Kenyon-Wanamingo Independent School District 2172.

Mission & Program Goals

The mission of the Knights Kids program is to care for children in a safe, enriching environment that supports the individual needs of children and families while building positive relationships. Our goals are aligned with the district's developmentally appropriate goals and encourage students to have fun while maintaining a respectful, responsible and safe atmosphere.

Program Goals:

- Ensure children have a safe, healthy environment where their emotional, social, physical, and developmental needs are met.
- Provide a variety of developmentally appropriate, enriching activities, including but not limited to: games, arts and crafts, experiments, field trips, physical activities (indoor and outdoor), reading, music, and quiet time.
- Promote respect for self and others while enhancing and encouraging responsibilities and social skills.
- Give individual guidance to children based on each child's needs, personal potential, and parent/guardian values and goals.

General Program Qualifications:

- Children are expected to be toilet trained.
- Children must be able to participate in large group setting with similar age peers.
- Children must be able to follow simple directions appropriate to child's age.
- Children must have the ability to play and work cooperatively with similar age peers.
- Children must be able to transition from one activity safely and successfully to another.
- Children must refrain from any physical aggression towards peers or staff.

*If a child is receiving special education services and it is determined they need extra support to be successful in Knights Kids, the school district will work to provide additional staffing support.

Staffing

Knights Kids sites are staffed according to the age and number of children in attendance: 1 staff member per 15 elementary aged students or 1 staff member per 10 if there are preschool age children in attendance. Staff members are selected for their education and experience in working with children. Staff are expected to participate in professional development opportunities throughout the year. All staff must be trained in First Aid/CPR. Criminal background studies are required for all new Kenyon Wanamingo School District, Knights Kids employees.



Parent Involvement

We strongly encourage input and involvement from all families. The quality of the staff/parent relationship greatly impacts the success of our program. Your suggestions, concerns and praise are very important to us. Although Knights Kids does not offer regularly scheduled conferences, a parent may request information on a child's progress anytime by speaking with the coordinator. Parents are welcome to visit our classrooms, and we encourage family volunteers. The program director will support all volunteers and visitors, please speak with the Community Education office for more information. You can find more information on our confidentiality agreement and our visitor/volunteer policy on the school district website under school board policies. Program notice updates sent out via email and posted outside classroom door. **Each site uses a bulletin board/parent area to share important information with families. Please check for information daily. Please share all important information/changes with staff, so they can write it in the staff communication log.**

PROGRAM SERVICES

School Year Program Hours

- KENYON
 - 6:00 a.m. to 7:20 a.m. Before School & 3:00 p.m. to 6:00 p.m. After School; *school days only*
- WANAMINGO
 - 6:00 a.m. to 6:00 p.m. All Day Programming including:
 - Before School services for school-age children: 6:00 a.m. to 8:00 a.m.
 - After School services for school-age children: 2:45 p.m. to 6:00 p.m.
 - Early Release services for school-age children: 1:00 p.m. to 6:00 p.m.

*Children may attend full or part-time. If a site becomes full, names will be placed on a waiting list.

Summer Programming

Knights Kids Summer offers a childcare environment where your child can learn, play and belong. There will be a balance of enrichment and recreation-based opportunities. There are exciting camp themes, activities, swimming at the local pool two times a week and walking field trips. Hours of operation are from 6:00 a.m. to 6:00 p.m. Open 6:00 a.m. to 6:00 p.m. in Kenyon and ***Before Care*** 6:00 a.m. to 7:30 a.m. & ***After Care*** 3:30 p.m. to 6:00 p.m. in Wanamingo. Children that attend Wanamingo site will be bused to and from Kenyon site accompanied by a Knights Kids staff. *Specific programming days and themes will be provided with registration information.

All Day programming

For children ages 33 months to 6 years (not enrolled in Kindergarten), This school readiness program aligns with K-W Little Knights Preschool, using preschool curriculum to build on social skills, math, writing, reading, music, and art.

Before School

Knights Kids opens at 6:00 a.m. Children in Kenyon leave the classroom at 7:20 a.m. to ride the shuttle bus to Wanamingo. Wanamingo children are released at 8:00 a.m. to go to their classroom. Fifth grade children are released in Kenyon at 7:30 a.m. and Wanamingo at 7:50 a.m. to ride the shuttle bus to Kenyon.

After School

After the school day ends, children are looking to unwind, socialize and participate in activities that will keep them engaged and excited. Wanamingo children arrive at 2:45 p.m. and Kenyon children are greeted when the shuttle bus arrives in Kenyon.

Non-School Days

Knights Kids is open in Wanamingo from 6:00 a.m. to 6:00 p.m. on scheduled non-school days during the school year. A complete list of non-school days that Knight Kids is open will be posted at the site and listed in the welcome letter. Each day will have a fun theme!

Drop-in Care & Unscheduled Days

An email or a note from a parent is required for all Drop-in Care requests when you need care on a day you have *not* indicated on your child's contract or submitted calendar. **24-hour notice is preferred** for Drop-in Care and the child must have current registration materials on file. Five-dollar discount on preschool days does not apply to Drop-in and Unscheduled Days. If there is no space available, care may be denied. If a change is made to your schedule less than two weeks in advance, you will be charged the Drop-in Care fee. Payment for Drop-in Care is required the day of service.

Inclement Weather Policy

Knights Kids Childcare **WILL** be open when school is cancelled, has a late start or early dismissal due to inclement weather at the **Wanamingo site only**. **PLEASE NOTE: We will open at 7:00 a.m. if there is a late start or school is cancelled. We will close at 5:00 p.m. if school is cancelled or dismissed early.** Please read the policies and fees and register your child if this service fits your needs. ***Children in Kindergarten through 5th grade must be registered for this service to receive care on snow days. Families who register for this service will be billed whether their child attends or not, even if that date is not listed on your child's calendar for that month.**

The School District will use the Infinite Campus Online Portal to notify parents/guardians of school closings, early dismissals or late starts. It is important that you keep your parent profile up to date. Please check the telephone numbers and email addresses listed for your family and your contacts for accuracy by going to the school website at www.kw.k12.mn.us and select Infinite Campus. Contact the elementary school secretary Cyndi Sturgis at 507-789-7004 if you do not have a username and password for Infinite Campus. Information will also be shared with local radio and television outlets.

Long Term Absence

If a parent or guardian's work schedule is seasonal, or is laid off from employment, a Knights Kids spot may be held for up to two calendar months, with administrative approval (if there is no waiting list). Contact the Knight Kids Coordinator for approval.

ENROLLMENT / REGISTRATION

A minimum of 2 days is preferred to process enrollments. Enrollment is considered complete when the registration fee is paid, and all the registration forms are complete and on file at the Knights Kids site. Parents must inform staff immediately of any changes to address, work, home or cell telephone numbers, employer, emergency contact information or other important information. New paperwork is required for each child for summer and school year care. The following items must be completed before a child is considered enrolled:

- Knights Kids Contract & Permission & Release and Health Information Form
- Registration Fee
- Current Immunization Form for your child submitted with the contract or on file with Knights Kids
- Allergy & Medication Form, if applicable
- In good standing with billing and payment policy
- In good standing with late pick up policy
- In good standing with behavior and discipline policy

SCHOOL YEAR

Knights Kids Full Day Care (for children 33 months to Kindergarten entrance)

- **OPTION 1: CONTRACTED DAYS WITH \$5 DISCOUNT ON YOUR CHILD'S PRESCHOOL DAYS. Parent/guardian will be charged the daily rate based upon the contract Knights Kids has on file for your child.** Payments are required when a child is not in attendance due to illness or personal reasons. You will not be charged if a staff holiday occurs on your contracted day. Contract will only be changed if a change of contract form is submitted. If you consistently need to add days, we will request you change your contract. The contract follows the school calendar.

- **OPTION 2: FLEXIBLE CALENDAR CONTRACT.** During the school year, fill out monthly calendar and turn in by due date listed on the calendar. Once a Calendar is turned in; parent is responsible for payment for the dates indicated on child's calendar. There will be no refunds for calendar changes or scheduled days missed. Discount on preschool days does not apply to Option 2.

Knights Kids School Age Options: Fees are based on submitted monthly calendar

- **Full Time,** 4 days a week minimum per monthly calendar
- **Part Time,** 1 – 3 days a week per monthly calendar
- **Drop-In & Varied Schedules,** per monthly calendar
- **Inclement Weather Care,** register for this service separately; calendar dates do not apply when school closes due to inclement weather

SUMMER

- **Option 1** – Full Time, 5 days a week
- **Option 2** – Part Time, 3 – 4 days a week
- **Drop-In**

See current year Knights Kids Contract and Inclement Weather Care Contract for fees.



FINANCIAL PROCEDURES

Billing and Payments

Families will be billed every two weeks and statements will be sent out to the email on file with Procure. Make payments by check or money order to: Knights Kids. Mail payments to: K-W Community Education, 400 Sixth Street, Kenyon MN 55946 or place them in the payment boxes outside each Knights Kids classroom. Online payments can be made at [MyProcure Login | Online Parent Portal](#). A \$15.00 late payment fee will be applied to payments not received on time. To avoid the late fee, complete an Automated Payment Processing Form. Please do not leave payments with a Knights Kids Staff as your payment may not be received in the Community Education office on time. Use the payment box located next to the Knights Kids classroom door and submit your payment by the due date. If you have questions about your bill, please call K-W Community Education at 507-789-7015.

Calendar Fee

There will be a \$5.00 calendar fee if your calendar is not turned in by the due date listed on the calendar. This does not apply to children that have a Contract Option 1 during the school year. We need your calendar to plan for staff, activities, field trips, snacks, and prepare invoices for your payment. Once calendar is past the due date, scheduled days that are indicated on the calendar are contracted and will be billed. For calendars that are not on file, attendance will be subject to a Drop-In fee.

Field Trips

Parents will be asked to initial a blanket permission slip on their child's contract for trips that are within walking distance of the program. Field trips will be announced in advance, are registered for separately and will be billed to your account. For most field trips, all children and staff go, no one stays behind. Please plan accordingly when filling out your child's calendar. From time to time we may invite special visitors into the program and parents would be notified of this opportunity in advance. SUMMER: Submit payments for field trip fees when field trip registration form is submitted when applicable.

Late Pickup Fee

Knights Kids closes at 6:00 p.m.* according to the site clock. Any parent / guardian arriving after the closing time will be assessed a late fee of \$1.00 for every (1) one minute per child after 6:00 p.m. according to the clock located in the room. This amount will appear on the following billing statement. The late fee was put in place to provide care in an emergency only and to discourage routine tardiness. If a child cannot be picked up by 6:00 p.m., the parent/guardian is to notify the site to authorize release of the child to another adult by 6:00 p.m. and thereby prevent a late fee. **You will receive two (2) warnings. If a third notice is received, you will be asked to find alternative care immediately. This means that you must have alternate care plans in place, as your child(ren) will not be allowed to return to the Knights Kids Program. After one (1) full calendar year of absence, a parent/guardian may be considered for re-entry into the program.**

NSF Checks

There will be a \$20 handling fee for checks returned for non-sufficient funds, plus any bank fees and will be collected according to School District procedures.



Notification of Absence

Knights Kids staff must be notified in the event your child will not be attending on a scheduled day. **Knights Kids does not receive absent information from the K-W School district office.** When a child is not in attendance, the staff must spend time on the phone tracking the child down. In that instance \$5.00 search fee will be billed to you.

To report your child's absence, please call:

Kenyon at 507-789-7010 or Wanamingo at 507-789-7018

Past Due Payments

Statements will be issued every 2 weeks and payment is expected by the due date on the statement. Families will be assessed a \$15.00 late fee for payments not received or postmarked by the due date. A past due statement will be issued to families. Full payment must be received to remain in the program. If one payment is missed, service will be discontinued, and prepayment may be required for future attendance. Knights Kids is a non-profit, self-supporting organization and needs your prompt payments to meet expenses. Failure to pay your bill will result in your account being turned into collections and care will be discontinued immediately. Remember, Knights Kids operates on the fees you pay for your child. **To avoid the late fee, complete an Automated Payment Processing Form.**

Swimming

Summer swim days are Monday and Thursday as indicated on the summer information sheet.

ATTENDANCE PROCEDURES

Authorizations

When registering your child for Knights Kids, please name all person's aged 13 and over authorized to pick up your child and anyone who is not allowed to pick up your child. For us to legally stop a non-custodial parent from taking a child, a copy of the court order must be on file. In an emergency, a parent/guardian must call to inform the staff that an adult other than an authorized person(s) will pick up the child. The parent/guardian may be asked to describe the person, and the individual picking up the child will need to show picture identification (License). If staff are not comfortable with the situation, they may call the parent/guardian for further clarification.

Check In / Check Out with Procure

New Families: Parents and authorized drop off and pick up persons you indicated on your child's Knights Kids contract will be issued a temporary registration number that is valid for 7 days. When registering, you will be asked to create a user ID and password. This ID is unique to you, please do not share your ID and password. For your child's safety, the parent/adult who brings the child to Knights Kids must check in your child in every morning and check out every day. Knights Kids staff will check in and check out when your child leaves and/or arrives by bus. Please inform all adults who will be responsible for picking up or dropping off your child of this policy. Failure to sign out could result in additional charges being applied to your account. Staff will make every effort to greet parents as they come on site. In the event staff is involved in an activity with the children please alert staff of your presence. Knights Kids does not allow children to walk to or from the site for liability reasons. An adult or guardian, age 13 and over, must accompany all children to and from the Knights Kids site. **Please, do not let your child check in or check out on the Procure computer. Thank you!**

Emergency Contacts

In addition to parents, please list at least 2 people, 18 or older and **within 30 minutes of the school** who can pick your child up in case of emergency. It is very important to keep staff informed about emergency contact changes.

Parental Access

Parents or legal guardians have access to their child or children at any time when in the care of Knights Kids.

Schedule Changes

Changes to the calendar made after the calendar due date will not be refunded. All days indicated on your child's contract or submitted monthly calendar are billable days. Field trip registration fees are not refundable after the field trip due date.

HEALTH and SAFETY POLICIES and PROCEDURES

Accidents

If a child has an injury (head injury, serious cut, or abrasion), Knight Kids staff will inform the parents immediately. In the event of a minor injury, parents will be notified at pick up time. If a serious accident occurs, which may need medical attention, the staff will contact the parent immediately so that the child may receive medical treatment. An Accident report will be filed any time it is necessary to call parents. An Injury/Incident Reporting form will be filed with Department of Human services when any injury to a child in the program requires treatment by a physician (includes dentist), advance practice registered nurse or physician assistant.

In an emergency, when immediate attention is needed, the staff will call 911, and then immediately contact the parent and the child's doctor. Appropriate medical action will be decided by the paramedics. If the child needs emergency treatment, it will be at the nearest available medical facility. The parent will be responsible for all medical charges.

Allergies

Before admitting a child for care, documentation of any known allergy must be obtained from the parent and documented on a Child Allergy Information Form ([DHS-7995A \(Child Allergy Information Form\) \(state.mn.us\)](#)). Knight Kids will maintain current information about the allergy in the child's record. The child specific information must include:

- Description of the allergy
- Triggers to allergens
- Techniques for avoiding exposure to allergens
- Symptoms if an allergic reaction were to occur (what to watch for)
- How to respond to an allergic reaction (including medications and dosages)
- Doctor's contact information.

Ensure that each staff person who works directly with the child is trained in the allergy information. Documentation that staff were informed must be kept on site. It is required that staff be informed:

- At least annually (prior to the end of month in the subsequent year)
- When changes are made to the child's allergy record.

Keep the child's allergy information available:

- On site at all times
- When on field trips
- During transportation provided by the center
- Where food is prepared and served (for food allergies).

Building and Physical Premises

Cleaning: Staff will ensure that all surfaces, shared toys, program equipment and other items are regularly cleaned and disinfected with the district approved cleaners and disinfectant and microfiber towels. Children will not be allowed to use any of our cleaner/disinfectants.

Designated indoor and outdoor space: The certified center must maintain a floor plan of the building that shows where the primary indoor and outdoor spaces utilized by the center are located within/near the building.

Disposal of bodily fluids: If an exposure to bodily fluids occurs, the center must disinfect and dispose of any bodily fluids using gloves and in a securely sealed plastic bag.

Fire inspection: Prior to being granted certification, a center must provide documentation showing that a fire inspection was completed within the previous three years by the state fire marshal or local fire code inspector trained by the state fire marshal.

Free of hazards: The certified center must ensure:

- The areas used by children must be kept clean and in good repair.
- The furniture or equipment is structurally sound and is appropriate to the age and the size of a child who uses the area.
- Hazardous items must be kept out of reach. Anything labeled keep out of reach of children should be inaccessible. Locked cabinets or closets are recommended, but not required. Certified centers are required to have an emergency plan (see emergency preparedness and response section below) which has a section on identification of hazards. When creating the policy for ensuring the center is free of hazards, ensure that it does not contradict the information in the school district's written emergency plan.

Ventilation: HVAC systems are running to maximize air flow and monitor air quality. Outdoor and large indoor space will be utilized throughout the day for play and activities.

Emergency Preparedness and Response

- Knights Kids follows the school district's emergency policies. If an accident should occur during Knights Kids, staff will inform families as soon as possible. If immediate attention is needed, 911 will be called and paramedics will be notified of the child's hospital preference. Staff will then contact the parents/guardians or other emergency contacts listed for the child.
- Knights Kids must inform the commissioner within 24 hours of:
 - The death of a child in the program
 - Any injury to a child in the program that required treatment by a physician (includes dentist), advance practice registered nurse or physician assistant.
 - Knights Kids must use the Injury/Incident Reporting form on the Certified Center webpage to make a report.
- Knights Kids has written, site specific emergency preparedness plans that use the Child Care Emergency Plan form developed by the commissioner. These plans are available for review upon the request of a child's parent or legal guardian. Knights Kids staff are also trained on their site's emergency plan during orientation and at least once each calendar year. Training is documented in each staff person's file.
- The Emergency Preparedness Plans include the following:
 - Procedures for an evacuation, relocation, shelter-in-place, or lockdown

- A designated relocation site and evacuation route
- Procedures for notifying a child’s parent or legal guardian of the relocation and reunification with families
- Accommodations for a child with a disability or a chronic condition
- Procedures for storing a child’s medically necessary medicine that facilitates easy removal during an evacuation or relocation
- Procedures for continuing operations in the period during and after a crisis
- Procedures for communicating with local emergency management officials, law enforcement officials, or other appropriate state or local authorities
- The identification of hazards which include the potential impact this hazard could have on at the site and a plan for continuing operations during and after the emergency
- Each Knights Kids location also conducts at least one evacuation and one shelter-in-place drill each quarter.

Illness Policy and Exclusion of sick children

Knights Kids is committed to providing a safe and healthy environment for all. Through the cooperative effort of children, staff, and families we can maintain the safety and health of our staff and Knights Kids Families.

Infectious Disease Prevention Strategies:

- Stay home when sick. Self-Screening for symptoms of illness is a practice that keeps us all safe.
- High-touch surfaces such as doorknobs, counters, tables and chairs, shared toys, program equipment and other items are regularly cleaned and disinfected.
- If Knights Kids program has had a sick person within the last 24 hrs., clean and disinfect space and surfaces.
- Teach hand hygiene and respiratory etiquette

Exclusions: A child may not attend Knights Kids with a contagious disease or with any of the following symptoms: fever, vomiting, diarrhea, undiagnosed rash, inflamed or matted eyes, severe cold or sore throat.

- When a child becomes sick, Knights Kids 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.
- It is expected that a sick child will be picked up as soon as possible after staff notifies you.
- Isolating a sick child from other children in the program does not mean the child has to be in a separate space. It means the child will not be actively participating in activities with other children while waiting to be picked up.
- The definition of illness (sick) on the Minnesota Department of Health (MDH) website states that an ill/sick child is one who is unable to participate in routine activities or needs more care than can be provided by the childcare/school staff.
- Your child may return to Knight Kids after a full 24-hour period of taking antibiotics; a temperature of 99 degrees or lower (without the use of fever-reducing medications); it has been 24 hours since the last episode of vomiting or diarrhea; is well enough to participate in activities and has normal eating and sleeping patterns.
- Notify Knights Kids staff if your child has a confirmed diagnosis of a contagious disease.
- Knights Kids will post or give notice to the family 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, chicken pox or COVID-19.

Policies for infectious disease outbreak control should minimally include a plan for notifying parents of an exposure. The notification:

- Knights Kids staff will send a written notice home, post a sign near the check in/out area or call/email parents.
- Notification will include the illness and date of potential exposure.
- May include additional information such as signs or symptoms to watch for and incubation periods.
- Will not include any child-specific information.

COVID – 19 Guidance

- Our guidelines follow those outlined by Centers for Disease Control and Prevention (CDC), Minnesota Department of Health (MDH) and Minnesota Department of Human Services (MDH).
- Recommended mask use when COVID-19 community level is high.
- Quarantining is recommended to help prevent transmission of COVID-19. [COVID-19 Quarantine Guide for schools, child care, and youth programming \(state.mn.us\)](#)
- Knights Kids is mandated to report any positive case to Minnesota Department of Health.
- Families will be notified of COVID-19 exposure.
- If you have COVID-19 Symptoms or have tested positive for COVID-19, follow the isolation guidance from MDH. [COVID-19 Isolation guide for schools, child care, and youth programming \(state.mn.us\)](#)

Immunizations

All children in attendance at Knights Kids are required to have a current immunization record or applicable exemption submitted and on file with Knights Kids prior to the first day a child attends Knights Kids.

Medication

It is in rare cases that staff will dispense any medication. Please plan accordingly to avoid this situation whenever possible. For staff to administer medication to a child, the following is needed:

- Proper Medication Authorization forms ([Medication Authorization Form.pdf](#)) must be completed and signed appropriately (by both doctor and parent). Any medication administration is documented on form including child's name, time, date, dosage, and signature of person who administered the medication.
- Medication must be in the original container for both over the counter and prescription medications. Child's name must be on the original label and the medication cannot be expired, all leftover medication will be returned to the parent or destroyed.
- Over the counter medication also requires the Medication Authorization form.
- Written permission is obtained from the child's parent or legal guardian before administering prescription 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.
- All medication will be 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 an expiration date on the label returned to the child's parent or legal guardian or destroyed, if unused.
- Knights Kids must store medicines, insect repellents, and diapering products according to directions on the original container.

Reporting

Certified centers must comply with the reporting requirements for abuse and neglect specified in [Minnesota Statutes, Chapter 260E \(Reporting of Maltreatment of Minors\)](#). A person mandated to report physical or sexual child abuse or neglect occurring within a licensed center must report the information to DHS.

Who Should Report Child Abuse and Neglect?

- Any person may voluntarily report abuse or neglect.
- If you work with children in a certified center, you are legally required or mandated to report and cannot shift the responsibility of reporting to your supervisor or to anyone else at your center. If you know or have reason to believe a child is being or has been neglected or physically or sexually abused within the preceding three years you must immediately (within 24 hours) make a report to an outside agency.

Where to Report

- If you know or suspect that a child is in immediate danger, call 911.
- Reports concerning suspected abuse or neglect of children occurring in a licensed child foster care or family childcare facility should be made to county child protection services at 651-385-3200.

- Reports concerning suspected abuse or neglect of children occurring in centers certified by the Minnesota Department of Human Services should be made to the Department of Human Services, Licensing Division's Maltreatment Intake line at (651)431-6600.
- Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to the local county social services agency at or local law enforcement at 651-385-3200.
- If your report does not involve possible abuse or neglect but does involve possible violations of Minnesota Statutes that govern the facility, you should call the Department of Human Services Licensing Division at (651) 431-6500.
- Center must also inform the commissioner within:
 - 24 hours of the death of a child in care at the program
 - 24 hours of any injury to a child in the center that requires treatment by a physician. A "serious injury" is defined as an injury to a child that required treatment by a physician (includes dentist), advance practice registered nurse or physician assistant. If a child goes to a doctor but does not require treatment, it would not be considered a serious injury.

What to Report

- Definitions of maltreatment are contained in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, Chapter 260E) and should be attached to this policy.
- A report to any of the above agencies should contain enough information to identify the child involved, any person(s) responsible for the abuse or neglect (if known), and the nature and extent of the maltreatment and/or possible licensing violations. For reports concerning suspected abuse or neglect occurring within a licensed facility, the report should include any actions taken by the facility in response to the incident.
- An oral report of suspected abuse or neglect made to one of the above agencies by a mandated reporter must be followed by a written report to the same agency within 72 hours, exclusive of weekends and holidays.

Staff Training: The certification holder must provide training to all staff related to the mandated reporting responsibilities as specified in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, Chapter 260E). The certification holder must document the provision of this training in individual personnel records, monitor implementation by staff.

Retaliation Prohibited: An employer of any mandated reporter shall not retaliate against the mandated reporter for reports made in good faith or against a child with respect to whom the report is made. The Reporting of Maltreatment of Minors Act contains specific provisions regarding civil actions that can be initiated by mandated reporters who believe that retaliation has occurred.

Safety

All staff will be trained in First Aid/CPR. Staff will follow procedure and only release children to people listed on their emergency information form unless notified in writing of an alternate pick-up. Evacuation and shelter drills will be conducted on a regular basis. All emergency telephone numbers are posted at Knights Kids. An emergency kit will always be available for extreme emergency weather or other emergencies.

The Knights Kids door will always be locked. To enter the building, press the button outside the door and the staff person will push the door release to allow entrance into the building. If no one answers, the group may be playing on the playground.



GENERAL INFORMATION

Meals & Snacks

Knights Kids participants can participate in the school food service program on scheduled school days. The school district will work to provide healthy and safe meal programs and the school environment will promote and protect students' health, well-being, and ability to learn by encouraging healthy eating and physical activity. Food service payments may be turned in to Knights Kids staff, with checks made out to K-W Schools and your child's first and last name included on the check. You may send a check to cover meals for a week, a month or more, according to your preference. Online payments can be made on the school district website, www.kw.k12.mn.us. Meal prices are deducted at each meal. Breakfast and lunch are both available. All meals served must meet or exceed standards determined by the U.S. Department of Agriculture. Free and reduced meals are available to qualifying students. A family must meet income guidelines established by the Federal Government. For information on the school district meal charge policy:

<https://www.kw.k12.mn.us/common/pages/DisplayFile.aspx?itemId=27206741>

On non-school days and during the summer, a morning and afternoon snack is provided free of charge through the Knights Kids program. Participants will need to bring their own lunch and beverage from home. The school district encourages parents to pack healthy lunches/snacks and refrain from including beverages/foods without nutritional value. Knight Kids will also provide a snack after school for those enrolled in the after-school program. If our snack is not enough for your child, they may bring an extra snack from home. Families may participate in supplying a snack if they wish. It must be commercially prepared in its original package. Please provide healthy snack and lunch options to encourage healthy eating at school.

Movies and Music

All movies shown or music listened to will be rated 'G' or 'PG'. All must pass approval of staff.

Personal Belongings and Appropriate Dress

We are a recreational program; children need to dress adequately for indoor/outdoor play. Please label all belongings.

- Backpack
- Water Bottle
- Tennis shoes or athletic shoes for outdoor play, and shoes must be worn in the room.
- An extra set of clothing in backpack, as needed.
- A coat, snow pants, boots, hat, and gloves for the winter.
- Sweatshirts or jacket for those cool mornings / days.

Self-Care and Hygiene

Knights Kids participants should be able to attend to their own personal hygiene. Children attending are required to be toilet trained and able to use the bathroom independently before they begin childcare at the center. If your child has an excessive number of accidents, the staff will communicate with the parents to see if they can come up with a plan for the child to succeed in toileting issues. If the child continues to have accidents regularly, the child will be suspended until they are fully potty-trained. Your child's Knights Kids spot may be held for up to two calendar months, with administrative approval (if there is no waiting list). Contact the Knight Kids Coordinator for approval. An extra change of clothing should always be packed in child's backpack in case of an accident. Children should be able to put on and take off their own jacket, boots, and hats. However, there is plenty of help from the staff for zippers and mittens as needed.

Upon arrival and frequently throughout the day children and staff will wash their hands with soap and water for at least 20 seconds including before and after playing outside, before and after meals and any time facial tissues are used. If soap and water are not available, a hand sanitizer that contains at least 60% alcohol will be used. Staff will supervise children when using hand sanitizer and ensure that it is inaccessible to them when not in use. Staff will ensure the availability of appropriate supplies to support healthy hygiene behaviors (e.g., soap, hand sanitizer, paper towels and tissues).

Toys and Electronic Devices

Children are strongly discouraged from bringing toys from home. **Electronic devices such as handheld games, cell phones, iPods and iPads are not allowed.** Knights Kids staff will ask children to keep these items in their backpacks. Knights Kids program and staff are not responsible for any lost, damaged, or stolen items brought from home. Weapons, toys, or replicas that promote violence in any way (guns, knives, swords, weapon look-a-likes, fireworks, magazines, books, etc.) are not to be brought to childcare. If it is discovered that a child has something of this nature in his/her possession a staff person will confiscate the item. A parent/guardian will be notified of the situation and the appropriate action will be taken, which may include suspension of childcare services.

Transportation

During the school year, children in kindergarten and above may ride the shuttle bus to Kenyon / Wanamingo or ride a rural route bus. They may also ride the after-school shuttle for the Knights Kids program in Kenyon or Wanamingo. Children ages 4 enrolled in preschool may ride a rural route or shuttle bus if an older sibling is also on the bus. Field Trip busing is set up to allow preschool-aged children to ride the school bus that has a harness system. It is the parent's responsibility to arrange your child's schedule for shuttle and route busing with the bus company. Please call Held Bus Company at 507-789-6151 for assistance. All transportation is contracted through a transportation service and not provided by Knights Kids.

Weapon Policy

The weapon policy follows the school district guidelines: No student shall possess, use or distribute a weapon when in any school location. A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to: any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; num-chuks; throwing stars; explosives; fireworks, mace and other propellants; stun guns; ammunition; poisons; chains; arrows; objects that have been modified to serve as a weapon; objects that have the appearance of a weapon. This does not pertain to appropriate work equipment. "Possession" means having a weapon on one's person or in an area subject to one's control in a school location. The school district and Knights Kids take the position of "Zero Tolerance" in regard to possession, use or distribution of weapons by students. Consequence for possessing a weapon is suspension from the program, the number of days to be determined by the severity of the incident. Superintendent determines final course of action. For more information on the school district weapons policy:

<https://www.kw.k12.mn.us/common/pages/DisplayFile.aspx?itemId=27206705>

GUIDANCE PROCEDURES

Behavior Management

The Knights Kids program goal is to promote a positive approach to managing behavior. The staff are committed to provide a positive, safe, and enriching atmosphere while meeting the developmental level of each child. All staff and participants are expected to respect each other and to deal with each other in a dignified manner. The staff will strive to implement a positive approach to discipline with learning and positive re-direction. When correcting a child's behavior, staff will explain the reason for the rules the child is asked to follow. Rules will be appropriate for each child's age and stage of development and will consistently be implemented. **As a district we work to be respectful, responsible, and safe at all times.**

Expectations

- Knights Kids expects participants to handle toys, supplies and materials with respect. Parents will be asked to replace or pay for damage of property that is a result of careless or destructive play by their child.
- All participants will refrain from intending to hurt others physically or emotionally.
- Physical contact while disciplining a child will be avoided unless necessary to keep a child from harming themselves, another participant, or a staff member.

When a child demonstrates consistent inappropriate behavior or needs that go beyond program expectations, staff will intervene. If their efforts don't bring success and the child continues to impact the well-being of other children/staff, a Behavior Incident Notice will be issued and signed by the child, staff and parent/guardian.

First Notice - Warning to alert parents about behavior issues.

Second Notice - A meeting with parent, child and staff will be scheduled to discuss the behavior issues. An action plan will be developed at the meeting to promote the child's success in the program.

Third Notice - One-day "behavior leave of absence" from Knights Kids. The child may return to the program after the 1 day as long as he/she follows appropriate program guidelines.

Fourth Notice - Childcare services are discontinued.

Immediate Exclusion

For the safety and benefit of all children in the program, Knights Kids reserves the right to immediately exclude for up to five days any child who:

- Abusive language
- Causes or attempts to cause physical injury to self or others
- Causes or attempts to cause destruction of property
- Leaves the designated area with the intent to run away or hide from staff.

Parent(s) will be notified IMMEDIATELY to pick up their child. A meeting will be scheduled between the parent(s), child staff and coordinator to discuss the child's behavior and the consequences of the behavior. The child may return to Knights Kids after a minimum of 1 day leave of absence provided the child continues to follow the guidelines. *If a child is excluded from school or sent home from a school staff, s/he may not attend Knights Kids.

- Abusive language and/or threatening behavior toward staff or other children by child or parent.
- Parent(s) arrive for pick-up after 6:00pm more than three times during the year.
- Failure to pay for services, or to contact program coordinator to develop a workable plan for payment within 14 days of receiving a billing statement. Notice of discontinuation of childcare services due to non-payment may be put into effect immediately and without warning. Billing statements and/or past due letters sent would serve as adequate notice.
- It is decided that the program can no longer meet the needs of the child.
- Blatant disregard of childcare policies and procedures. Employees are encouraged to express dissatisfaction in writing, directly to the childcare director if they are uncomfortable talking directly with the staff person involved or lead teacher. It is not ethical to involve other staff or parents in an individual concern, and it is not ethical to have that concern affect staff relationships. It is also not ethical to involve outside agencies before going to the director with concerns.

Unable to Continue Service

Knights Kids strives to meet the needs of all children enrolled, however, occasionally our program is not in the best interest of a child. Children are required to function in an active environment with several options. We are not able to care for a child who is unable or unwilling to follow Knights Kids guidelines (i.e. wandering/running out of designated areas, consistently acting out against staff or other kids, destruction of property, hurting others physically, verbally, or emotionally). Knights Kids must weigh the welfare of the group against the interest of the individual. We are unable to care for a child who demonstrates behavior that can do harm to students, staff or self (i.e. throwing objects at others, striking out with the intent to harm, exploding temper that has potential of causing physical injury) or if behavior is so disruptive that it prevents the accomplishment of overall program goals.

These behavior procedures are intended to maintain a positive environment where children and staff can feel safe, respected, and accepted. To promote success for your child at Knights Kids, please review these procedures with your child before attending.

Termination

A two-week written notice is required for withdrawal from the Knights Kids program or you will be charged for the remaining days on your contract or calendar. A \$15 re-enrollment fee will be charged to re-enroll. Staff reserve the right to terminate any child for which the program does not meet the needs. Staff also reserves the right to dismiss a family from the program because of inappropriate behavior exhibited by a parent or child or verbal or physical abuse/harassment expressed by a parent or child to another participant or staff member.

Parent Involvement and Responsibilities

The Knights Kids programs are enriched by partnership between parents and school staff. Active participation in the following is necessary and appreciated:

- Inform center staff immediately of changes to phone numbers, addresses, emergency contact information, health issues, medications, etc.
- Submit attendance calendars promptly.
- Check the check in/out area for new information and reminders.
- Read emails, announcements, permission slips and respond promptly to meet deadlines.
- Call to inform staff if your child will not be attending for the day.
- Check child in and out using the ProCare computer each day.
- Be prompt in picking up child. Please call if you anticipate arriving after 6:00pm.
- Communicate concerns, suggestions, questions, or compliments to program staff.
- Listen to concerns of staff members regarding your child and cooperatively work towards an agreeable solution to any problems.
- Dress children appropriately for indoor and outdoor activities; boots, mittens, coats, snowpants are a must during cold months.
- Do not allow child to bring toys of a violent nature.
- Inform staff if a child has been exposed to a communicable disease.
- Encourage child to return materials, equipment, and supplies to appropriate areas before leaving the center for the day.
- Pay bills promptly.

Children's Responsibilities and Expectations

Knights Kids expect that children will maintain age-appropriate behavior. For school aged children the expectations are as follows:

- Be responsible for their actions.
- Respect the rules and follow directions.
- Respect the rights of others – keep hands and feet to self.
- Respect program and school property and the property of others. Return toys and materials appropriately before taking out something else.
- Always use acceptable language.
- Always remain with a staff person.
- Assist in cleanup throughout the day.

For preschool age children:

- Preschool age children should show progress in learning how to meet the expectations listed above.

If it is found that a child's behavior is detrimental to themselves, other children, or staff, the parent or guardian will be expected to take an active role in solving the problem. In some cases, a child may be suspended from the program until a behavior modification plan is developed between staff and parent/guardian. Unsuccessful attempts to modify a child's detrimental behavior could result in termination of childcare services.

Staff Responsibilities and Expectations

The program expects that staff will:

- Treat all children and families with respect.
- Celebrate the individuality and diversity of all children within the program.
- Instill program values through direct teaching and role modeling.
- Apply program rules consistently and fairly to ensure the safety and wellbeing of all children.
- Always be expected to practice professionalism.

Knights Kids staff are here to provide your child a safe, welcoming environment by offering opportunities for building valuable life-long skills and meaningful relationships. We look forward to working with you and helping your child grow!

Thank you!

ISD 2172 SCHOOL BOARD POLICIES

This handbook does not include all School Board Policies. Additional policies can be found on the district website at www.kw.k12.mn.us under the “District Office” tab.