

# Kids' Company Parent Handbook

## **Kids' Company**

School Year location: Jordan Elementary School

Before & After School Program

Summer location: To Be Announced

Phone: 952-492-4261

[kidsco@isd717.org](mailto:kidsco@isd717.org)

## **Hours of Operation:**

K-6 School Year:

Before School: 6 - 8am

After School: 3:05 - 6 pm

Summer:

6:30 am - 5:30 pm

Crew: 8:00 am - 4:00 pm

Preschool School Year:

Before School: 6 - 8:30 am

After School: 2:30 - 6pm

Non School/Field Trip Days:

7:00 am - 5:00 pm

Fees are listed on the Kids' Company website.

Kids' Company is a program designed to provide a safe, supervised, recreational and enriching environment before and after school for children in Kindergarten through 6th grade held in Jordan Elementary School for students enrolled in the district.

We offer a designated room that provides comfort and an abundance of games, toys, and crafts. We offer a gym that allows the children to improve on large motor skills playing soccer, bowling, tag, jump rope, or simply building a fort. We have access to an on-site playground where the children can climb, slide, or swing.

Kids' Company mission is to provide school-age children a safe and constructive environment offering recreational and enrichment activities giving each child the opportunity for growth in the areas of positive social skills and personal development.

## **Registration**

Children must be enrolled in Jordan Area Schools in order to participate in Kids' Company during the current academic school year. For summer care, children must be living in the Jordan School District boundaries. Children living outside of Jordan school boundaries will be admitted based on availability.

Registration is completed via ActiveNet. Once registered, you will receive an email with additional details required.

Kids Company reserves the right to deny or limit service due to non-payment or previous Kids Company charges. Enrollment is not always guaranteed and is granted on a space-available basis.

A two weeks notice is required to withdraw your child from the program

Your child's monthly schedule must be entered during the open period (around the 15th) each month. An email reminder will be sent.

Once your schedule is set for the month and the open window is closed, you will not be able to add or take away days.

Please understand that it is your responsibility to inform Kids' Company of any changes to phone numbers, release authorization or medical changes.

### **Billing**

Billing is due on the 15th and last day of each month through your ActiveNET account. You will be charged for the days registered, regardless of your child's attendance

### **Waitlist**

Once we have reached our enrollment capacity, all other enrollment requests are placed on a waiting list. If additional space becomes available, pending enrollments will be accepted in the order they were received.

### **Extra Program Fees:**

Finders Fee: A fee of \$10.00 will be assessed when staff need to locate your child after school hours because they were expected to attend. Please notify Kids Co if your child is gone for the day, or if they go home sick.

Late Pick up Fee: A fee of \$25.00 will be assessed when a child is picked up after the program closing time.

Late Payment Fee: A late payment fee of \$25 may be assessed if your payment is not received on the 1st and 15th of each month.

### **Program Policies:**

Kids' Company accepts children with special needs if staff is able to care for the child's needs in a GROUP setting. Kids Co Staff may not be able to fulfill accommodations for a child which would result in an unsafe environment.

A child needs to be able to fully participate independently within the ratios of 1:10 (preschool) and 1:15 (school age).

Being independent is following the group plan, staying with the group, using a calm body and kind words with a calm voice, keeping hands and feet to yourself and transitioning between activities on your own.

Parents must make known the special needs of their child before enrollment to enable us to determine if we are able to provide the care needed.

Children must be fully potty trained.

If Kids' Company has determined that we are not able to care for the child based on the above requirements. Termination of our program may be necessary.

Kids' Company does NOT provide 1 on 1 care.

Kids' Company does NOT take drop-ins.

Kids Company staff and Jordan school district staff work together for the wellbeing of all children. There may be times when we will contact others to seek guidance about what is best for your child (eg., sharing IEP, behavior plan, etc.)

### **Non-School days & Field Trips**

On non school days, Kids Company attends a field trip off campus. All children go on the field trip if you attend. By registering for a field trip or non school day, you are permitting your child to leave the school campus on foot, or in a school authorized bus or van.

### **Photos**

There are times when we take photos of the kids on our field trips, doing fun activities, etc. Photos are posted in our area for the kids to enjoy. If there is any reason that photos should not be taken of your children please let Kids Company know.

### **Kids' Company Closing**

Delayed Start

In the event of a 2 hour delayed start Kids' Company will open at 8 am.

Early Closing

In the event the district announces an early closure due to weather or an emergency, Kids' Company will close. Please make arrangements to pick up your child within the hour.

Closing

In the event the district closes due to inclement weather or an emergency, Kids' Company also closes.

### **Illness, Injury & Medical Care**

At the time of registration, you are required to provide us with 2 emergency contacts to be used in the event of an injury, illness or emergency. Staff will call the parents first and if they are unsuccessful, they will contact the emergency contacts until they are able to connect with someone.

Kids' Company follows the school district health and wellness directives for all illnesses.

[Health Services & Wellness / Home](#)

If your child gets sick while at Kids' Company, you will be called to pick up within the hour.

Kids' Company will follow the school district guidelines for returning to Kids' Company.

Please find those requirements by following this link:

<https://www.jordan.k12.mn.us/Page/119>

### **Emergency Care**

In the event your child requires emergency care, the following steps will be taken:

\*First Aid will be administered.

\*Parents will be contacted. If unavailable, emergency contacts will be notified.

\*If a serious accident occurs, which may lead to medical attention, the staff will call 911 first and then contact the parent.

\*After 911 is called the paramedics will determine the best plan of action.

\*The parent is responsible for all medical charges incurred.

### **Allergy Information**

If your child has any allergies which require an epi-pen or inhaler, please make sure Kids' Company has one on site. The staff does not have access to the school nurse's office before or after school hours or during summer.

### **Sunscreen**

Your child may be outside everyday & it is highly recommended for your child to wear sunscreen daily.

- Sunscreen should be applied at home before attending all Kids' Company Programs.
- We recommend sending sunscreen **daily** with your child to re-apply.
- You will need to provide your own sunscreen and label with your child's name. We recommend spray sunscreen, as the children will have to apply their own sunscreen. We are not allowed to apply your child's sunscreen, we will only assist as needed.
- Hats and swim shirts are encouraged.

### **Behavior Guidance**

Bullying, teasing and racially or sexually harassing other students will not be tolerated.

We have designed rules based on promoting child safety and positive learning experiences. Our staff will use a variety of techniques to help calm or redirect a child who is demonstrating behavior which has a negative impact on the child or others. Techniques include modeling, distraction and redirection, adjusting the environment, cooperative problem-solving and removal from the activity or area. Parents/guardians will be expected to work with Kids' Company staff and leadership to encourage appropriate behavior and the learning of new skills.

Kids' Company has the responsibility to ensure the safety of the individual, other students and staff. If a child's behavior materially or substantially violates the rights of others, is disruptive, endangers self, other children or staff or damages school or Kids' Company property a suspension of one to five days may be implemented.

We expect our students to display J-Town Pride, which is the model of Jordan Elementary's Safe, Respectful and Responsible behavior.

### **Discipline**

When an inappropriate behavior occurs these are the steps that will be taken.

1. Children are given a warning
2. Children are asked to take a break from the activity
3. An email/phone call to parents/guardians with the child to make them aware of the situation
4. If behavior continues, a meeting is scheduled to determine a plan of action.
5. If the behavior continues after this, we will determine if Kids' Company is the correct place for the student.

Prior to suspension or termination of care, our staff will ensure that all options have been exhausted.

Kids' Company reserves the right to terminate child care services when a child exhibits repeated unacceptable behavior or is a danger to themselves or others, without prior notice or intent.

### **Cell Phone and Electronic Device/Smartphone Expectations**

#### **Current School Year and Summer:**

Kids' Company will follow the Jordan Elementary School Policy:

\*Students are prohibited from using cell phones, pagers and other electronic/SMART communication devices (which includes SMART watches) during the day that disrupt our learning environment.

\*Students are also prohibited from using a cell phone or other electronic SMART communication device to engage in conduct prohibited by school district policies including but not limited to, bullying, harassment, malicious and sadistic conduct, etc.

\*No student will take or share a picture or video of another person during Kids Company time and post to social media.

#### **JTown Crew:**

An email will be sent outlining cell phone/electronic device usage expectations.

#### **Mandated Reporter**

All staff of Kids' Company are required by State Law to report any suspicion of abuse or neglect to the local law enforcement agency.