



# Kids' Campus Handbook

## Fall 2020



Hastings Community Education

Updated 11.4.20

Kids' Campus is designed to meet the educational, enrichment, recreational, and social needs of students enrolled in a before and after school care setting.

### Table of Contents

Schedule	2	Sick and Absent	9
Location	3	Medication Policy	9
Contact Information	3	Covid 19 Models	10-14
Registration	3	Data Privacy	15-16
Communication	3		
Finance	4		
Contracts	5		
What to Bring	5		
Drop Off/Pick Up	6		
Personal Belongings/Clothing	6		
Activities	7		
Reporting	7		
Discipline Policy	8		
Emergency Closures	8		

## Meaningful Participation:

Kids' Campus is an inclusive program that makes reasonable accommodations to serve all children. We welcome children of any race, creed or religious affiliation. We will enroll children with special needs if we can safely and adequately meet the child's needs through an individually developed care plan. If your child has special needs please contact the Program Coordinator, so that we can best serve your child's needs. The program reserves the right to have appropriate staffing in place to accommodate children who cannot be addressed in regular ratios. Reasonable accommodation would not result in an undue financial or administrative burden or hardship; require a fundamental alteration to the program, service or activity; violate accreditation requirements; or require the waiver of essential program or licensing requirements. Occasionally the existing program will not be the best environment for a child. When all interventions have been exhausted and integration has not been successful, the Kids' Campus leadership team will evaluate the ability of our program to serve the individual. Kids' Campus is not designed to provide long-term 1:1 assistance for children. If a child receives 1:1 student support in the classroom or has a behavior plan developed, the program must have a meeting with the family prior to the start date in order to determine the appropriate level of support needed. Information regarding a student's needs will not be used to prohibit a child's enrollment in Kids' Campus unless it is determined they will need significant assistance beyond our program capabilities.

**\*\*Programs are subject to the changing guidance from the State of Minnesota. In the season of COVID 19, we are also subject to struggles with staff illness. It is our goal to run our program as safely and consistently as possible. Any changes will be communicated as quickly as possible.\*\***

## Schedule:

Kids' Campus runs during the regular school year, with summer programming registration open in April. This program traditionally serves as care before and after school hours. Start time 6:30 AM End time 6:00 PM. Programming on non-school days is available at a limited capacity. **Please view our Covid 19 schedules for more information on what each program looks like in different district models: in person, hybrid, and distance.**

## Location:

Kennedy Elementary, McAuliffe Elementary, Pinecrest Elementary and other District 200 facilities based on need and availability.

## Contact Information:

Scheduling & Finance: Teri Thompson (bookkeeper and admin)

Email: [tthompson@hastings.k12.mn.us](mailto:tthompson@hastings.k12.mn.us)

Phone: 651-480-7671

Program Questions & Staffing: Stephanie Becken (School Age Care Coordinator)

Email: [sbecken@hastings.k12.mn.us](mailto:sbecken@hastings.k12.mn.us)

Phone: 651-480-7673

## Registration:

Registration for the summer and fall opens in March and closes in late August, or when the program is full. Families must be registered with the registration fee paid and their account in good standing before their registration is considered for acceptance. Registration does NOT guarantee acceptance into the program. Families will receive a confirmation email as soon as acceptance is approved. Registration fee is \$50 and is charged at time of acceptance.

## **Communication:**

We communicate extensively through emails and phone calls. Please have the most updated phone and email information on file and check emails often. If someone other than the account holder needs information updates, please update your online information to reflect the need.

## **Finance: \*New 2020\***

*Updated rates apply to each school:*

Registration Fee: \$50 \*This is non-refundable and due at the time of registration. Registration will not be charged if it is found there is not room in the program. \*

AM care: \$14          PM care: \$13          Full Time (Before and after M-F) \$26

Flex Day or Non-School Day: \$40 6:30AM-6:00PM

\*offered on limited basis on limited days

No Show Finder's Fee: \$5 per incident

Late Fee: \$5 per 15 minute increment past the 6:00 PM close time

*Payment Methods:* Families may pay online through our secure child account system by credit card or ACH checking. Cash payments must be made in person at the Tilden Community Education building. Do NOT send cash with children. No checks accepted.

*Due Date:* Accounts are due the 1st business day of each month. Payment should be made in a timely fashion. Accounts must be current in order to add days or change contract terms. Late payments are subject to a \$20 late fee and goes into effect after 10 days. If you are having issues with paying your bill, please contact the program bookkeeper.

*Scholarships:* As a self-funded entity, Kids' Campus is able to offer limited scholarships. If you would like to apply, please request the scholarship form. Proofs in the form of pay stubs and taxes may be required. This must be updated every program season.

## **Refunds:**

There will be no refunds issued for absences or illnesses. If care is canceled due to a state mandate, we will follow the guidance from the governor and school board regarding how to handle refunds and credits.

## **Contracts:**

Options for care this year include:

*Consistent Schedule:* Choosing the same days of the week and times needed for care.

*There will be limited options available for each model of teaching delivery.*

**NO DROP IN CARE IS AVAILABLE. STUDENTS WHO ARE NOT ON THE LIST FOR THE DAY WILL NOT BE PERMITTED ACCESS TO THE PROGRAM. PARENTS WILL BE CALLED TO PICK UP IMMEDIATELY.**

## **Changing/Ending Contracts:**

To change your contract, a 2 week notice is required and is based on availability. To end a contract, a 2 week written notice needs to be provided to the program administrator and the account balance should be paid in full.

## **No Shows/Finder's Fee: \*New in 2020\***

It is the family's responsibility to notify the Kids' Campus administrator if a child will not be attending for any reason. This should be done as soon as possible. In the event a child is a no show without advance warning, and staff has to call the family to discover the reason for absence, a \$5 finders fee will be added to their account. After 3 no show situations, families will be subject to suspension. This goes for all seasons of Kids' Campus

programming. To notify staff of your child's absence, please email Teri Thompson and CC your student's site lead (will be in your confirmation information).

## **What to Bring:**

Students should bring a water bottle and any school-related items that go back and forth to school, and their Kids' Campus supply bag. Please see the 'supply bag list' for what should be included in their supply bag. They should also come equipped with a face mask and means to hold it when not on (a small paper bag works great). During non-school days or all day care situations, a list of what to bring will be provided.

## **Transportation/Bussing:**

It is the family's responsibility to transport children to and from any childcare situation. Bussing is not available for any of the care options. Approved Tier 1 families may have limited bussing access. Please contact staff for information.

## **Drop Off/Pick Up:**

Families MUST follow their drop off and pick up times and the protocol stated for their program. This may vary slightly by school and program, so please follow your site's procedure. This will be provided the week before programming begins and any updates will be made via email.

## **Sign In/Out Procedures:**

Children will be released to ONLY people directly named in their account. This MUST be done by adding the name to the child's account with approval for pick up. Called in changes cannot be made--these must be done in writing or through the child care account online. Follow the most updated procedure format provided by Kids' Campus leaders. Subject to change due to Covid 19 related policies. Make sure anyone dropping off students understands the drop off process and has the student equipped for their day.

## **Personal Belongings/Clothing:**

Children should be dressed adequately for inside and outside activities. Outdoor clothing must be labeled (each child is asked to bring a labeled backpack each day to store their items). The children will have a place in which to keep limited belongings. Students should not bring personal toys or items, unless specifically requested by the program for special days. The program is NOT responsible for lost or damaged items. A lost and found will be available.

## **Cell Phone Policy: \*New in 2020\***

Students who bring cell phones will be asked to keep them out of sight and silent. If cell phones become a distraction or problem (used inappropriately, used at improper times, distracting as decided upon by the room leader), students may be asked to leave them in their backpacks. Parents will be notified if cell phone use is deemed a continual problem by staff and the student will be asked to keep cell phones at home. This is by staff discretion.

## **Homework & Distance Learning:**

Every reasonable attempt will be made to assist children with school work, but families will ultimately be responsible for seeing to their children's completion of work. On days of distance learning, families are responsible for sending along any homework, technology, passwords, connections, chargers, etc that their child will need to access and work on their school work.

## **Activity Calendar:**

Details on daily events will be available at the Community Education website (subject to change). Emails and note reminders will be sent home if special supplies are needed following days.

## **Field Trips:**

Parents will be notified ahead of time for any travel or additional costs/supplies needed.

## **Permission Slips:**

All permission slips must be completed before students can participate in programming.

## **Emergency Preparedness:**

Emergency Preparation fire, tornado, and emergency preparedness drills are performed and documented to ensure all staff and children are aware of the proper procedures in case of an actual emergency. Maps of Emergency locations and routes are posted at various locations within the site. In the event an emergency is announced, you will be notified how and when to reunite with your child.

## **Mandated Reporting:**

As child care providers, all Kids' Campus staff are mandated reporters in the state of Minnesota. This means that when abuse is suspected by staff or a child reports abuse to staff, staff is required to contact the state's child protection division in a timely fashion.

## **Snacks & Meals:**

1 snack per paid session (morning and afternoon) will be provided. Students will be encouraged to drink water during snack times as well. Dietary needs and restrictions need to be listed in the student registration information. If students are in care during a regular meal time, communication will be provided concerning how meals will be handled.

## **Custody Issues:**

Staff will not be involved in custody disputes between parents. If parents have custody issues, they must provide the staff with a copy of any relevant court orders as needed for the safety and wellness of the child. It is the parent's responsibility to work out the scheduling and payments for child care. The person identified as the primary account user

is responsible for making payments associated with the Kids' Campus account. If families need separate accounts, a separate registration fee will be applied to each account.

## **Bathrooms:**

Students must be able and willing to see to their own bathroom needs in respectful, hygienic ways. In the event of an accident, limited clothing will be made available to ensure the child is clean and comfortable during the rest of their time. Soiled items will be bagged and sent home. Please return the borrowed items within a week.

## **Discipline Procedures:**

When students are unable to safely and respectfully engage, staff will document incidents and implement our 3-part discipline procedure. This practice is intended to build support for the student by utilizing staff and home support. For the safety and wellness of all students, this procedure will be enforced. Please see our Community Behavior Expectations and Discipline Procedures for more information on behavior expectations and what process will take effect if issues come up.

## **Emergency Closures:**

Please see secondary publication on CE website for Winter Emergency Closure Update.

## **Sick or Absent Children:**

The program MUST be notified when your child is absent or late for any reason. Please email [thompson@hastings.k12.mn.us](mailto:thompson@hastings.k12.mn.us) and your student's site leader. If you are unsure who your site leader is, please contact Megan Loesch [mloesch@hastings.k12.mn.us](mailto:mloesch@hastings.k12.mn.us). In the case of illness, parents will be asked to include details. Families who do not email about their sick or absent student will be subject to a \$5 finder's fee. There is no refund for days of illness, unless specified under state guidance. Please see additional information pertaining to Covid 19 in our Covid 19 document.

## **Illness Policies Concerning Sick Children:**

**\*\*Please read our Covid-19 policies for further information.\*\***

Emergency files will be kept for each child. Parents will be notified by phone from staff of any symptoms of impending illness (headaches, fever, vomiting, cramps). Parents will be expected to pick up their child immediately. Until the parent arrives, the child will be excluded from activities with other children. The child will rest in a quiet area secluded from others. Children with communicable disease will be excluded from programming until the threat of contagion has passed.

Parents will be called in the event of a child requiring immediate medical attention. If parents are unavailable, the person indicated on the emergency card will be notified. In the event none of the above can be reached and it is an emergency situation, the child will be taken to Regina Memorial Hospital. Please keep emergency information up to date.

## **Medication Policy:**

**If students attend care at multiple locations, medications and directions need to be on file at each location.**

The following is a summary of School District #200 regulation concerning giving medication to students:

1. Diagnosis and treatment of illness and the prescribing of medications are not the responsibility of school personnel.
2. School personnel will NOT provide students with Tylenol or any other medication.
3. Medication will be given only to students with long term chronic illness or disability where failure to take prescribed medication could jeopardize the child's health. The medication will be given ONLY upon the written order of the physician and the

parents' written request. Medication is to be brought to the school in bottles containing the child's name, pharmacy, physician, and dosage.

4. Students with short term illnesses requiring medication should stay home until they are well.
5. Parents are encouraged to call the Community Education office if they have questions regarding the student medication process.

## **Appendix: Understanding Shifting School Schedules**

Under the rules of the Minnesota Department of Health and also Minnesota Department of Education, Hastings School District will be running classes under a shifting model that reflects the severity of Covid 19 in our community. Hastings Community Education will be providing childcare during these different times. Please read carefully and decide what might best serve your family in different situations. Spaces will be limited and first priority in all models go to Tier 1 workers, but it is our goal to serve all.

As the district changes models, due to Covid cases in our county, we will pull from the registered models for care. Fees will only be charged for the model that is in use (so while you may want to reserve every possible day you might need care in every model, you will only be charged for the model we are actually in).

### **Tier 1 Essential Workers ONLY:**

By mandate of the state of Minnesota, Tier 1 essential workers are to be provided with child care during times when school would regularly be in session in respect to the school's capacity for care. In shared households, BOTH adults MUST be approved Tier 1 workers who work during the school day and are required to report in person. Single, custodial parents are able to access Tier 1 care with only their Tier 1 confirmation. All paperwork MUST be turned in and approved before care can be accessed. Families who reserve days and do not use them, will be removed from the care list after 3 incidents. They will be able to re-apply at any time, but will be subject to availability. These care days ONLY include the hours school would regularly be in session. Waitlists will be made available if the program is full.

**If care is needed before and after the school day hours OR on scheduled Non-school days (like MEA and other scheduled) for Tier 1:**

Tier 1 workers must register separately for before and after care and non-school days and pay the regular rate for service. Before and after care, and non-school days are NOT covered by the state of Minnesota mandate and costs must be covered by families.

**Model 1: All in Class**

*School Looks Like:* All elementary school students who are enrolled in on-site classes will meet in their schools Monday through Friday. There may be a 'flex' day involved, during which some students will be in class and some will not be on site, but doing at home work with teachers available for support. During this model standard 'non-school days' like MEA, and other scheduled 'non-school days' will still happen and limited care will be available

*Flex Day:* If the district implements a 'flex day' during the standard week, care will be available in limited capacity. Please see 'Model 2' for more details on what this looks like.

*Care Options:* Before and after school care--this is our standard care plan. It will start at 6:30 AM and run until school starts. Then, following the school day, care will be provided until 6:00 PM. 'Non-School Day' care will be available on a limited basis. Please view the online registration site for days and times. 'Non-School Days' will be made available after week 2 of school.

*Registration:* Registration will close when the site meets capacity for staff and students.

*Cost:* This program runs at the regular Kids' Campus cost for everyone.

**Model 2: Hybrid Learning**

*School Looks Like:* In this model, students will have a set schedule of consistent days they go to school and when they learn from home. In this situation, students may be in 'pods' with classmates who go to school multiple days a week, but do distance learning on other days of the week. Scheduled 'Non-School Days', like MEA continue to be 'Non-School Days'.

*On Day:* When your student is scheduled for in-person class, before and after school care will be available at your child's site through our standard 'Kids' Campus' style program.

*Flex Days:* When your child is NOT scheduled for in person school, care options will be made available based on availability. Care will be available from 6:30 AM-6:00 PM. Families will be asked to choose their drop off and pick up times and asked to stay consistent with those times. Every reasonable attempt will be made to assist children with school work during this option, but families will ultimately be responsible for seeing to their children's completion of work.

*Registration:* Registration will close when the site meets capacity for staff and students.

*Cost:* This program runs at the all day care cost.

### **Model 3: Distance Learning**

*School Looks Like:* All elementary school students who are enrolled in on-site classes will be switched to completely distanced learning and not have regular access to their school site. All learning will be taking place at home.

*Care Options:* All day care is available 6:30 AM-6:00 PM based on availability. Families will be asked for their drop off and pick up times and asked to be consistent on those times. 'Non-School Day' care will be available on a limited basis. Please view the online registration site for days and times. Every reasonable attempt will be made to assist children with school work during this option, but families will ultimately be responsible for seeing to their children's completion of work.

*Registration:* Registration will close when the site meets capacity for staff and students.

*Cost:* This program runs at the regular full day care cost for Kids' Campus.

### **Data Privacy Protection and Privacy of Pupil Specific Data- Annual Notice**

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records, and is covered in School Board Policy 515. The law applies to all schools that receive federal funds.

FERPA gives parents certain rights with respect to their child's education records. When a student reaches the age of 18 or attends a post-secondary school or college, the parent's rights transfer to the student and the student is then an "eligible student" under the law.

### **Private Data**

Under FERPA, parents and eligible students have the following rights:

1. The right to inspect and review the student's education records;
2. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading or otherwise in violation of the student's privacy or other rights;
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that such consent is not required for disclosure pursuant to this policy, state or federal law, or the regulations promulgated thereunder;
4. The right to refuse release of secondary students' names, addresses, and home telephone numbers to military recruiting officers;
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the federal law and the regulations promulgated thereunder;
6. The right to be informed about rights under the federal law; and
7. The right to obtain a copy of this policy at the location set forth in the COPIES OF POLICY section of policy 515.

## **Directory information**

Directory information means the student's name, photograph, video or other visual representation, date and place of birth, dates of attendance, grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received. Directory information does not include personally identifiable data which references religion, race, color, social position or nationality. Data collected from nonpublic school students, other than those who receive shared time educational services, shall not be designated as directory information unless written consent is given by the student's parent or guardian.