

St. Louis Park  
Public Schools  
**Kids Place**

2023-2024  
Parent Handbook

## **Welcome to Kids Place!**

We're pleased that you have selected our program for your child. Our goal is to provide a safe, caring environment in which your child has the opportunity to learn and grow among friends. Whether your family has preschooler or school-age child, we understand your need to know your child is well cared for while you're at work. Kids Place can offer you that peace of mind.

Our operating hours are from 7:00 a.m. until 6:00 p.m. Monday through Friday. We offer full day care for preschoolers, as well as before and after school care for school age children. Full day care is also available for children in grades K-5 on most non-school days and during the summer.

Kids Place retains a professional, loving care team. We enjoy working with children and continue to learn and grow in our own development so we can improve our methods. There is little staff turnover in our program which helps children feel safe and secure while in our care.

Kids Place is sponsored by the Community Education department of the St. Louis Park Public Schools. Like all other school district programs, we are governed by the policies and guidelines of our school board. As our guide for programming, Kids Place preschool is aligned with SLP Early Learning Programs to provide children kindergarten readiness best practices. We have a 4-star rating from Parent Aware, which is the highest rating possible.

### **Community Partners**

Kids Place has partnered for the last few years with SEEDS (Sustainable, Educational, Edible, District/City-wide, Stewardship), Health in the Park, and Sustainable SLP to provide edible garden learning environments for all children preschool - grade 5 participating in Kids Place. More information about the garden program is provided below. Kids Place has also partnered with Children First to train all staff as Asset Champions. For more information about how Children First supports our kids, visit [www.children-first.org](http://www.children-first.org)

Kids Place provides choices for creative, social, and physical growth through a wide-range of enjoyable and meaningful activities and experiences.

We hope your family’s experience with Kids Place will be enriching and enjoyable. We welcome you and your child to Kids Place.

**Kids Place Contact Information**

<b>Terri Johnson</b> Registration and Billing Specialist (952) 928-6764 johnson.terri@slpschools.org	<b>Lisa Campbell</b> Program Coordinator (952) 928-6779
<b>Victoria Dotterer</b> School Age Care Coordinator (952) 292-7056 dotterer.vicky@slpschools.org	<b>Emma Sutton</b> Staffing Coordinator (952) 292-7112 sutton.emili@slpschools.org

**Aquila Elementary**

Kindergarten – Grade 5  
8500 W 31st  
St. Louis Park, MN 55426  
cell (612)508-8393

**Central Community Center**

Preschool  
6300 Walker St  
St. Louis Park, MN 55426  
(952) 928-6596

**Park Spanish Immersion (PSI)**

Kindergarten – Grade 5  
9400 Cedar Lake Road  
St. Louis Park, MN 55426  
(612)518-3734

**Peter Hobart Elementary**

Kindergarten – Grade 5  
6500 west 26th St  
St. Louis Park, MN 55426  
cell (612)508-4706

## **Susan Lindgren Elementary**

Kindergarten – Grade 5  
4801 West 41st Street  
St. Louis Park, MN 55416  
cell (612)518-5278

## **Our Mission**

***Kids Place provides exceptional child care options for working families. As part of St. Louis Park Public Schools, we share the district's mission to provide children with a safe, nurturing environment that energizes and enhances the spirit.***

We offer:

- High quality programming for children 33 months to grade 5.
- We are open Monday-Friday 7:00 a.m. to 6:00 p.m. to accommodate the needs of working and student families.
- Full day programming for school-age children on school release days and during summer break.
- Located in all elementary school buildings and Central Community Centers

## **Care for Preschoolers including YBK**

*SLP Kids Place Pre- K* offers full-day child care, year-round, 2-5 days per week at Central Early Learning Center. The maximum adult to child ratio is 1:10 and our maximum group size is 20 children. We offer working families the same high quality preschool experience you can expect from other district 2.5 hour preschool programs in an extended day format. Registration is open year-round and is available on a first-come, first-served basis. Once full, a wait list is created. Older preschoolers (age 4 by Sept 1) are eligible to attend a YBK - Year Before Kindergarten classroom.

## **Care for Children in grades K-5**

Kids Place offers children in grades K-5 a fun place to spend time with friends before and after school on site at their school of attendance. The maximum adult to child ratio is 1:15. Registration typically opens in early April for the following school year.

## **Care on School Release Days**

Kids Place provides full-day programming for children in grades K-5 on school release days.

### **Summer Care for K-5**

Kids Place provides full-day fun during the summer months for students that have completed grades K- 5 , at one of the elementary school sites. Registration opens each year in March.

### **Eligibility**

St. Louis Park Public Schools offers age-appropriate child care programs for children 33 months through grade 5, and who, additionally, are not older than 12. Children who are entering kindergarten do not become eligible to participate in our school age program until the first day of their kindergarten school year. That is, they are not eligible to participate during the summer before kindergarten. Eligibility ends when students complete the summer after grade 5 or the session before the child turns 12, whichever comes first.

### **Affirmative Action**

The St. Louis Park Schools do not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, age, status with regard to public assistance or disability in its education programs, activities or employment policies as required by Title IX of the 1972 Education Amendments, Section 504 of the Rehabilitation Act of 1973 and MN statute 363.03. Inquiries regarding compliance with this practice may be directed to the Title IX Officer, at the District Office or the Director of the Office of Civil Rights, Department of Health and Human Services, Washington, D.C.

### **Our Staff**

Kids Place teachers are hired for their education and proven experience working with children. They are expected to demonstrate sound judgment, dependability, responsibility, and the ability to create safe, nurturing environments which reflects respect for all children. DHS Criminal background checks are required for all newly hired St. Louis Park Schools employees

All staff members are required to participate in continuing education classes each year. Topics include: safety and supervision, child protection mandates, behavior management strategies, honoring diversity, technology in the classroom, planning activities and conflict resolution. Kids' Place teachers are required to keep their First Aid and CPR certifications current.

Kids Place employees show genuine respect for the children in their care. They promote children's growth in social skills, confidence, independence, as well as giving guidance based on a child's individual needs.

### **Staff Contact with Children Outside of Kids Place**

Occasionally families ask Kids' Place staff to babysit, house sit, etc. Please understand that employees who agree to take that on are doing so as an individual, *not* as an employee of Kids' Place or St. Louis Park Schools. SLP Schools is not responsible for protecting staff liability in such relationships with children. Under no circumstance may a Kids Place employee transport a child in his/her personal vehicle as part of his/her regular work day.

### **Staff Responsibilities**

- Build healthy, positive relationships with students and families.
- Provide safe, meaningful experiences for all children.
- Address the children, each other, and parents in a positive, respectful, and professional manner.
- Initiate discussion with you about your child and use family folders and email as a means of distributing written communication.
- Support the overall goals and mission of our school district and the St. Louis Park community.

### **Release of Information**

Kids Place follows the St. Louis Park Schools Data Privacy Policy which is sent to all district families at the beginning of each school year. It is also available upon request from our district office. All data about its staff and students is considered to be private and will not be released without written permission.

### **Hours of Operation**

Our regular operating hours are Monday-Friday, 6:30 a.m. until 6:00 p.m. Classroom doors are not open until 6:30 a.m. so that staff has the opportunity to prepare for your child's day. Children must be picked up by 6:00 p.m. If you have an emergency and will be late, please call your child's classroom/site. Any parent arriving after 6:00 p.m. must pay a late fee of \$1 per minute, per child and \$2.00 per minute after 6:10 p.m. The fees will be added to your account. Enrollment may be suspended or terminated for repeated incidents.

## **Transportation**

Parents are responsible for arrangement of their child's transportation to and from the Kids Place site.

## **Meals and Snacks**

Your child may purchase breakfast and hot lunch from Nutrition Services on all regular school days or bring their own meal to Kids' Place. Food service is not available on school-release days or during the summer months. Please see your child's classroom teacher for a list of all days when food service is not available. Applications for reduced-rate lunches and instructions for purchasing meals are available at each school office and in your child's Kids Place classroom. Kids' Place provides an afternoon snack for all children each day. All food served follows district nutritional guidelines.

## **Billing and Registration Information**

### **How does the billing work?**

You will be billed for the schedule you've registered for. An invoice will be emailed to you at the beginning of each month. The statement will include payment and activity from the month prior as well as the tuition cost for the month ahead with the payment due date for that month. It will usually be the 4<sup>th</sup> Tuesday of each month.

### **Schedule Changes/Additions?**

Additional days can be added, as space allows, through your child's Kids' Place teacher. A \$5 fee will be added to your account for each addition/change. Permanent schedule changes to your student's schedule should be requested via a two week written notice to your child's Kids' Place teacher. A \$5 fee will be added to your account. Terminations require a two week written notice.

### **How do I pay my bill?**

The Kids Place Program uses an online payment and account management system. Kids Place requires each child care account to have an auto pay method set up on your tuition account. The payment method on file will be charged at 4:00 a.m. on the due date for the balance due on the account. You may go into your child care account and make payments at any time during the month using your auto pay method or a different

bank account or credit card. The auto pay method will only be charged if there is a remaining balance due on the account on the due date.

### **Refunds?**

There are no refunds for absence due to illness, vacation or school closing due to inclement weather or emergency.

### **Financial Assistance**

Kids Place accepts child care assistance available through Hennepin County or other third party agencies. You are responsible for applying for and receiving authorization for assistance before your child begins attending Kids' Place. Any co-pays must be paid in full bi-weekly.

### **Year End Tax Statements**

In January each year a Tax Statement is available to download from your Kids Place tuition account: <https://slp.ce.eleyo.com>. The Kids Place Federal Tax ID # is 41-6001466

Full payment of tuition is due whether or not your child is in attendance. No credits will be given for absences, holidays, vacations or emergency school closings. Declined credit cards or checks returned for non-sufficient funds may result in suspension of child care services. Outstanding balances may also result in suspension or termination of child care services. To address financial payment concerns, contact the Kids Place Main Office: [kidsplace@slpschools.org](mailto:kidsplace@slpschools.org).

### **Contract Terms**

1. I understand that my child cannot begin the program until I receive confirmation of contract approval from Kids' Place.
2. I will be billed for the days I have scheduled. No reductions in fee will be made for absences due to illness, vacation or school closing due to inclement weather or emergency. I may add days, with advance approval of the Kids' Place teacher, as space allows. A \$10 fee will be charged for each add to my schedule.
3. I can request a permanent change to my child's schedule with a written notice to Kids Place a minimum of two weeks in advance. A fee of \$10.00 will be added to my account for each schedule change.
4. I understand that monthly charges are posted to my account approximately 15 days prior to charging my auto pay method; credit/debit card, checking or savings account. My account information is available to view 24 hours per day and all financial and schedule information pertaining to my child can be found online at <https://slp.ce.eleyo.com>.



5. I agree to pay the following fees (if applicable):
  - Registration fee: \$35.00
  - Schedule change/addition fee \$10.00
  - Late Pick-Up Fee: \$15.00 fee per occurrence. After 6:15 p.m. an additional charge of \$1.00 per minute will be applied.
  - Enrollment may be terminated for repeated late pick-ups.
  - Late Payment Fee: \$25.00 per month if the balance due is not paid in full within 7 days of the due date. Enrollment may be terminated for repeated credit card declines.
6. I understand that my enrollment will be terminated and my account may be turned over to collections if Kids' Place is unsuccessful in collecting my monthly tuition. I agree to be responsible for all collections costs not to exceed 50% of any amount due..
7. I agree to list (2) people (other than parent/guardian) on this contract who are authorized to pick up my child and/or take responsibility for my child in case of illness/emergency. I understand that I must contact the staff to give permission for anyone other than a parent/guardian to pick up my child.
8. I give permission for my child to be included in photos or videos of program activities that may be used in school district publicity such as newsletters, brochures, websites and videos, and any media coverage such as a newspaper or television.
9. I give permission for my child to participate in program field trips. I understand that program staff will supervise all field trips and I will be informed in advance of the destination if other than school buses.
10. I give my consent to an exchange of my child's information between Kids' Place staff and other St. Louis Park Schools professional staff whenever it would be beneficial for my child.
11. I give permission to Kids' Place to take whatever emergency (i.e. first aid, disaster evacuation, etc.) measures are judged necessary for the care and protection of my child while under the supervision of the program staff.
12. In case of a medical emergency, I understand that my child will be transported to the nearest hospital by ambulance if the local emergency resource (police or rescue squad) deems it necessary. I will be responsible for the cost of transportation.
13. It is understood that in some medical situations, the staff will need to contact the local emergency resources before the parent and/or another adult acting on the parent's behalf.
14. The St. Louis Park Schools offers a school age care program to students in kindergarten through grade 5, and who, additionally, are not older than age 12. Children who will be entering kindergarten do not become eligible to participate in

Kids Place School Age Care until the first day of their kindergarten school year. That is, they are not eligible to participate during the summer before they enter kindergarten. Eligibility ends upon completion of the 5th grade year.

15. I understand that I should obtain a copy of this contract for my records.

## **Registration**

How do I register my child for Kids' Place?

Go to [slpcommunityed.com](http://slpcommunityed.com) to register your child for Kids Place online. Click the "registration" tab in the upper-right corner of the home page.

Next: In the upper-right corner of the next page you will either sign in or create an account. Many families in St. Louis Park already have a Community Ed account for swimming classes, gymnastics, adult learning, etc. If your family already has an account set up, just sign in and find the Kids' Place class that meets at the school your child will attend.

If you are new to Community Ed, you'll first need to create an account before registering for Kids' Place. Once you've created your account, log in to "add a relationship". This is where you'll add in your child/ren's information. You can also add a spouse or other adults connected to your family that would be an emergency contact for your child.. Once everyone is in, you're all set to register. Just follow the steps below.

- Sign in to your account
- Browse All Programs
- Choose Kids Place in the drop-down menu
- Choose Registration in the drop-down menu, if it is your first time registering for Kids' Place Child Care Choose "Create a new KP account".
- Under Program choose Kids Place again
- Under Season choose School Age Care (current year) or Preschool Child Care (current year)
- Under Location choose the school your child will attend
- Review and approve the contract terms
- Enter method of payment – you will not be charged until your account is invoiced during the first month your child attends (Sept)
  - Choose your child's schedule
  - Answer the questions in the boxes provided
  - Finish Registration to complete

An email will be sent confirming that your contract request was sent to our office. Once approved, you will receive an email confirmation of your child's registration.

### **Parent Feedback**

We encourage and welcome your input and involvement. The quality of the staff-family relationship greatly impacts the success of the program. Your suggestions and concerns are important to us.

### **Communicating Concerns/Suggestions to Staff**

Your ideas, suggestions, concerns and feedback help us make continual improvements to our program. You can share your thoughts and perspectives by speaking to the staff working directly with your child or scheduling a conference with the site supervisor. If you have additional comments or feel your concerns have not been resolved, contact Lisa Campbell, Program Coordinator, at (952) 928-6779.

### **Family Communication**

Kids Place uses email and parent information boards. If you would prefer to receive paper copies please let the staff know and we will set up a parent folder for you.

### **Family Feedback Surveys**

Periodically, we will notify you about the availability of an on-line family feedback survey. Information gathered from the surveys helps us identify areas of strength and those areas needing further attention. Thank you for taking time to respond to the surveys.

### **Orientation**

Family orientations are offered at each Kids Place site prior to the start of school in the fall. You may also contact your child's classroom to schedule an individual orientation. Summer orientation/information fairs are held in March.

### **Visiting**

We invite you to visit our sites anytime during our operating hours. If you would like a tour or would like to meet with someone on staff, please [kidsplace@slpschools.org](mailto:kidsplace@slpschools.org) to schedule an appointment. If you have a unique skill or talent you would like to share with the children, we encourage you to contact our site staff to arrange for this opportunity.

## **Our Classrooms**

To offer children a safe and positive atmosphere, Kids' Place teachers design engaging activities that meet the developmental level of each age group. Classrooms are organized to offer spaces where children can work independently as well as develop social skills through being with other children. Class schedules allow time for children to become involved in a wide-variety of activities. Students spend time each day outdoors or in other spaces, i.e. media center, gym, etc. as age-appropriate. Staff adjust the classroom environment; groupings of children; activities and occasionally staffing to accommodate the unique needs of each child.

### **Kids Place classrooms provide an environment where:**

- The environment is safe, comfortable, happy, and busy.
- Individual differences are respected and valued.
- There is a balanced offering of age-appropriate activities.
- Children are able to select their own activities most of the time.
- There are clear and consistently enforced ground rules for safety.
- A clear-consistent media policy which helps parents manage screen time.
- Transitions between activities are managed smoothly.
- Staff are flexible and responsive to unusual circumstances.
- Children feel connected to the wider community and have ways to contribute to it.
- The environment provides opportunities for privacy, sustained projects, quiet activities, active play, construction and art.
- The environment and activities create a program that reflects the interests, talents, values and personalities of the children and families in the program.
- Parents are well-informed and feel welcome.

### **Typical activities include:**

Free choice/self choosing times

Sports

Homework support

Board games

Cooking experiences

Dance

Literacy

Field Trips

Music

Imaginative play

reading  
Arts and crafts  
Creative construction  
Dramatic Play - Using our imaginations  
Large motor activities  
Scientific exploration  
Gym/outdoor play  
Community service learning  
Creative movement  
Quiet time  
Sensory play

### **Inclusive Programming**

Kids Place is committed to providing high quality and enriching programming to all students. Our staff is committed to working with families, district staff, program staff, and students by fostering a team based approach to meeting the needs of a given student. It is important for families to communicate openly about the needs of their children with our program staff so that we can create a safe and successful environment of care. If you would like to schedule a meeting with our staff to discuss the creation of accommodations to meet the needs of your child, please contact your site leader.

### **Children with Special Needs for Grades K-5**

Kids Place is not designed for long term 1:1 assistance for students. Staff do communicate with school district personnel on a need to know basis regarding student needs. However, if a child receives student support in the classroom, has an identified special need, or has a behavior plan in place it is the parent's responsibility to identify their child's needs on the appropriate forms in the registration system. An individual conference may be necessary before enrollment is processed. If your child has a special need, his/her start date will be determined by the program's ability to accommodate the needs of your child. Failure to identify your child's special needs may result in temporary removal from the program while we assess and put in place appropriate accommodations. Children need to be able to participate with the group at least 50% of the time.

### **Media Policy**

This is a general policy regarding the use of media in the Kids Place classrooms. If at any time, you have a question or concern about any choice activity your child has been given during Kids Place time, please talk to your child's teacher.

### The “Do Not Bring” List

Personal music devices, laptops, hand-held video games and cell phones are not allowed during Kids’ Place time.

### What is screen time?

This policy includes computers, TV/movies, and video games as screen time.

### Total Screen Time Allowed for K-5 students

100 minutes per week maximum for each child in Kids’ Place. Whenever there is media offered as a choice to children, there will always be other choices to choose from at the same time. Parents are encouraged to create individual plans for total screen time with the classroom teacher. No plan will include more than 100 minutes of total screen time per week. (Screen time to complete homework will not be included in the 100 minutes)

### Cell Phones

Use of cell phones by staff members during their assigned hours is prohibited unless use is specifically requested to by a supervisor. Cell phones are not allowed at Kids’ Place. If a student brings his/her cell phone to school, it is to remain in his/her locker during Kids’ Place time. Parents are able to reach their child by calling the classroom number. All location aslo have a Kids Place cell phone. Kids’ Place is not responsible for lost or stolen cell phones.

### Internet Use

Children are allowed to access the internet while using computers at Kids’ Place. All computer use is directly supervised by classroom teachers and other Kids’ Place staff. Web sites children may access are limited to those that are deemed age-appropriate by the Kids’ Place lead teacher. A list of these websites will be posted in the Kids’ Place classroom. Parents are encouraged to offer suggestions to staff regarding appropriate websites. Children may not access email or use any chat-type messaging while using the computers during Kids’ Place time.

### Movies/DVDs/Videos

No regular television shows are permitted during Kids’ Place time. Each classroom will be permitted to use one movie per month as a choice activity. Movies will be rated G. If the classroom teacher wants to show a movie rated PG, parents will be asked to sign a permission slip for that movie. No child will be permitted to watch a PG movie without parent permission. Movies will be chosen by staff and the title posted for parents to see. Please do not allow your child to bring a movie from home to be shown at Kids’ Place.

### Video Game Systems

Interactive multi-player games, sports games and games rated E or E-10 (for children over 10) are available as a choice activity at Kids' Place. Games are chosen by the Kids' Place staff. Children are not to bring games from home. A list of games made available to students in the classroom will be posted for parents.

### Handheld Games

Hand-held gaming devices from home are not allowed at Kids' Place. Keep these at home.

### Personal Music and Screen Devices

Any type of personal music and screen devices (i.e. iPods, CD players, DVD players, laptop computers, video viewers) are not allowed during Kids' Place. If they are brought to school, they must be kept in the student's locker. Kids' Place is not responsible for lost or stolen personal music and screen devices.

### **Health and Safety**

Please inform your child's teacher of special circumstances or medical conditions which impact your child's health, well-being or participation in classroom activities. Teachers and/or parents may request a conference to discuss strategies which will best meet the child's needs during the child care day.

### **Child Protection - Kids Place Staff are Mandated Reporters**

Kids Place employees are mandated by law to report all suspected cases of child abuse and/or neglect.

### **Food Allergies/Bee Sting Allergies**

Please let your child's teacher know if your child has any food allergies. If your child has been prescribed an EpiPen, please provide one to your child's teacher.

### **Illness and Exclusion Policy**

If your child has been absent or sent home from school due to illness, s/he may not attend Kids Place the same day. If your child becomes ill while at Kids Place, you will be contacted to pick up your child as soon as possible. If we are unable to reach you, your emergency contacts listed on your registration information will be contacted.

Mildly ill children will still be excluded if the child is unable to participate in routine activities or if the child needs more care than can be provided by the Kids Place staff.

If your child will not be attending Kids Place please call the classroom/site to report the absence.

For parents of children in grades K-5: Do not rely on the school office or your child's teacher to inform our program of your child's absence. Let us know not to expect your child after school.

Children must be excluded from the Kids Place program with any of the following conditions:

*Fever*

An elevation of body temperature above normal when accompanied by behavior changes, stiff neck, difficulty breathing, rash, sore throat, and/or other signs or symptoms of illness; or if the child is unable to participate in routine activities. Temperature is measured before giving medications to reduce fever. Children will be excluded when axillary (armpit) temperature is 100 degrees or higher or oral temperature is 101 degrees or higher.

*Signs/Symptoms of Possible Severe Illness*

Child must be excluded from the program until a healthcare provider has evaluated the child to rule out severe illness, when the child is unusually tired, or has uncontrolled coughing, unexplained irritability, persistent crying, difficulty breathing, wheezing, or other unusual signs for the child.

*Diarrhea:*

Child must be excluded from the program until diarrhea stops or until a medical exam indicates that it is not due to a communicable disease. Diarrhea is defined as an increased number of stools compared with a person's normal pattern, along with decreased stool form and/or watery, etc. containing stools.

*Vomiting:*

Child must be excluded from the program until vomiting stops. Vomiting is defined as two or more episodes in the previous 24 hours.

*(Infants) Mouth sores with Drooling:*

Child must be excluded from the program until a medical exam indicates the child may return or until sores have healed.

*Rash with Fever or Behavior Change:*



Child must be excluded until a medical exam indicates these symptoms are not those of a communicable disease that requires exclusion.

Eye Drainage:

Child must be excluded until 24 hours after treatment has started when purulent (pus) drainage and/or fever or eye pain is present, or a medical exam indicates that a child may return.

Unusual color of skin, eyes, stool, or urine:

Child must be excluded until a medical exam indicates these symptoms are not those of a communicable disease that requires exclusion.

Head Lice:

Child must be excluded until first treatment is completed and no live lice are seen. Nits are NOT considered live lice.

Ringworm:

Child must be excluded until 24 hours after treatment has been started. After this period participants may return and lesions should be covered.

Do not send your child to school or the program if your child is exhibiting one or more of the symptoms above. In addition, do not send your child back to school until treatment for the illness has been established for at least 24 hours, or 24 hours after all symptoms subside. If your child has been exposed to one of the illnesses noted above, you are required to inform our program staff. Parents and guardians will be notified according to the policies set by the school health officers and Hennepin County Health Department.

**Medication Policy**

We can administer prescription medications to your child only when they are in the prescription bottle and accompanied by a note from your doctor. Please give the signed medication permission form along with the medication in its original prescription container directly to staff. Parents of school-agers should request separate containers for school and for child care if doses should be given at both times of day, as medication is not accessible from the school nurse's office.

**Injuries/Accidents**

If your child is injured while playing at Kids Place, an accident report will be given to you when you pick up your child. If an accident results in an injury which will require

medical treatment, you will be contacted immediately. If we are unable to reach you, your emergency contacts listed on your registration form will be contacted.

In an emergency, staff will call 911 and then immediately contact you. If paramedics decide your child needs emergency treatment, they will transport your child to the nearest emergency medical facility.

### **Chronic Health Conditions**

Families must complete the medical information section of their child's registration form, and inform the Program Coordinator if their child has a health condition that requires regular or continuous medication, has special needs, or a medical condition that impacts the child's health and well-being or involvement in activities.

Staff work with families and school health officials to meet the needs of children with allergies or chronic health conditions.

If necessary, families may be required to train program staff on the use of inhalers, bee sting kits, diabetic testing, etc.

Student information related to special needs or medical information is kept private from children and other non-program adults. Kids Place staff may work with other relevant district staff to discuss the needs of a particular student on a need to know basis.

### **Appropriate Dress**

Because children go outside daily (weather permitting), please dress your children for outdoor play. In preschool, we help children remember what to bring to school by referring to winter outerwear as *The Big Five*: snow pants, boots, jackets, hats and mittens. In the summer, children are required to wear sunscreen. Be sure to label all items brought to Kids Place with your child's name. When temperatures are at the extremes, appropriate precautions are taken to limit outdoor activities for children. We will not go outside when the temperature is below 0 degrees F or if the wind-chill is 15 degrees below 0 F.

### **Arrivals and Departures**

For the safety of each child, and in order for Kids Place to accept legal responsibility for your child, you or an authorized adult or sibling over the age of 16 must sign your child in and out of the program daily. A clipboard with a sign in/out sheet will be available for you to mark arrival and departure times along with your initials. Failure to sign your child in or out may result in termination of Kids Place services. This policy is designed to protect your child. Program staff are not authorized to sign your child in or out. The

program will not release your child to anyone who is not listed as an authorized pick up for your family as noted in your child's registration materials.

### **Release of Children**

Your child will be released only to those you have authorized on your child's enrollment form. Additional authorized pick ups can be added on your online account <https://slp.ce.eleyo.com>. In an emergency, you may contact Kids' Place staff when someone other than the authorized person(s) will pick up your child.

Kids Place staff are required to ask for identification from anyone who is unfamiliar to them before releasing a child. Parents and authorized persons should be prepared to present a driver's license to Kids' Place staff at any time. Staff will not release your child to anyone who is under 18.

It is up to a child's legal guardian to inform the Kids' Place staff of any people who are not authorized to pick up their children. If parental custody changes or if an order for protections is issued, please provide the Kids Place office with original court documents which restrict this individual from picking up your child.

If an unauthorized person attempts to pick up your child, you will be contacted. If you cannot be reached, your child will be held until a parent or authorized contact person arrives.

### **Inclement Weather/Site Closings**

When the St. Louis Park Public Schools are closed due to weather, all Kids Place classrooms will also be closed. If St. Louis Park Schools issues a delayed start due to weather or other emergency Kids' Place will also delay the start of its operating hours. If SLP Schools issues an early release from school, Kids' Place will also close early. If SLP Schools are closed due to extreme cold, but driving conditions are safe, Kids Place will be open on a full day schedule from 7:00a.m. - 6:00 p.m. In the event that school closes early, has a delayed start or is closed for the day due to inclement weather or emergency, tuition will not be reimbursed for that day.

Communication regarding school closings can be found on all local television stations, WCCO radio (830 AM), and the St. Louis Park Schools website ([www.slp.schools.org](http://www.slp.schools.org)). An automatic phone calling system will also contact the homes of all children enrolled in the district with a recorded message.

### **Family Responsibilities**

- Read the Family Handbook to understand the program policies and procedures.
- Sign your child in and out each day.

- Communicate to classroom staff any changes in the contact information provided on enrollment forms.
- Dress your child appropriately for indoor and outdoor activities.
- Model respectful behavior when interacting with staff, students, and other parents.
- Pay all tuition fees by the due date each month.

## **Behavior Management**

### **Prevention**

Every effort will be made to make a reasonable adjustment to the program to accommodate the unique needs of each child. Adjustments may be made in these four areas:

- Environment
- Grouping of children
- Activities
- Staffing

### **Modeling**

Staff and peers provide positive modeling of appropriate behavior. Children learn to take responsibility for their actions.

### **Setting Limits**

- Simple behavioral expectations are established for the class/site. Staff will:
- Tell the children what is expected of them in a positive, yet firm manner.
- Make sure children understand what the expectations mean.
- Apply expectations consistently and appropriately.
- Use natural and logical consequences.

### **Student Code of Conduct (for Grades K-5)**

By enrolling in our program, families are agreeing to our student code of conduct. Kids Place participants are expected to:

- Show respect to self, other students, and staff
- Follow all program rules, directions, and policies
- Engage in safe and appropriate behavior.

Students who are unable to abide by our program code of conduct may be removed from the Kids Place program. Behavior considered unsafe and unacceptable include:

- Physical harm or aggressiveness toward students or staff.

- Bullying behavior. Defined as intentionally harmful or disrespectful acts that cause harm or discomfort to other students and staff; this can include unwarranted physical contact, verbal assault, social ostracism, obscene gestures and language, and emotional or physical dominance that causes fear/trauma.
- Behavior that damages participant or school property
- Behavior that may be perceived as sexual in nature
- Inability to function cooperatively in the program's group setting.
- Needs to create a fundamental alteration of program and program philosophy.
- Running from programming spaces, program staff, or district buildings/grounds.

**In case of harmful/inappropriate behavior we will:**

- Inform parents/guardians of extreme or continuous behavior.
- Temporarily remove the child from the program.
- Require a parent to pick up his/her child.
- Hold a parent conference to create a student behavior plan.

**Harmful/Inappropriate Behavior on Field Trips:**

If a child displays harmful/inappropriate/unsafe behavior on a field trip, the child's parent will be called immediately to pick up the child at the field trip location or at the school site.

**Termination of Kids Place Services:**

There are times when the Kids Place environment may not be the best fit for a child. If a child presents him/herself in a manner that requires a fundamental alteration of our program or program philosophy, or poses a significant safety risk to him/herself, staff, or other students - Kids Place reserves the right to terminate services. Future re-entry into the Kids Place program will be considered as the student's behavior, growth and development is examined in multiple contexts, including his/her school day.

### **Absences**

If your child will not be attending a regularly-scheduled day, for any reason, please contact the Kids' Place classroom teacher. Parents of children in grades K-5 should call the school's nurse-line *and* your child's child care classroom. If your child does not arrive after school or on the bus as expected, program staff will investigate immediately by attempting to contact parents, emergency contacts, and if necessary, the St. Louis Park Police. Due to the amount of time involved in this process, a "finder's fee" will be assessed beginning with the second occurrence.

### **Emergency Contact Information**

Please keep your child's emergency contact information current. Registration and enrollment materials are kept on-site for each child. Parents are responsible for contacting Kids' Place with family information changes, address changes, etc.

### **Schedule Changes**

To change your schedule agreement and billing, you must submit a written notice to the Kids Place Office, [kidsplace@slpschools.org](mailto:kidsplace@slpschools.org), at least two weeks prior to the effective date of change. You are responsible for tuition according to the prior agreement until the change goes into effect.

### **Withdrawal from the Kids Place Program**

To withdraw your child from the program you must provide written notice to your Kids Place teacher at least two weeks prior to your child's last day. All outstanding balances must be paid in full. Withdrawal from the Summer School Age Contract is not permitted after the last change date indicated on the registration form.

### **Safety Drills**

Kids Place complies with all district safety requirements. Regular drills are held in the areas of fire, tornado, lockdown and evacuation.

### **Pets in Kids Place**

No pets are allowed at Kids Place unless pre-approved by the Program Coordinator. Student allergies and safety will be considered before approving a pet visit. Class/sites may have fish and hermit crabs as class pets and it is the responsibility of the site/class staff to care for the class pet appropriately.

### **Family Involvement - An Open Door Policy**

Families are invited and welcome to visit the program at any time. They may also call to set up a time to tour the facility and talk to staff. They are encouraged to talk with

classroom staff directly to learn more about their child's day. New families are provided with an orientation to the program.

We ask that staff make an attempt to get to know the families of our children. Getting to know the families may enable us to learn about skills, hobbies, and talents that may be shared with the children and give you insight into the children themselves. It also builds relationships with families helping them feel more secure about their child's caregivers and promotes a positive community. Learn the names of parents and greet them when they arrive at pick up and drop off times.

### **Parent Conferences and Meetings**

Families may arrange a meeting or conference with one or more staff to discuss their child's progress at any time. Preschool staff must offer parent conferences twice per year in the fall and in the spring. Sometimes it is necessary for classroom staff to request a parent meeting in order to discuss a concern or make a plan to help a child be more successful during Kids Place time. Seek out the help of your coordinator for assistance in planning these meetings. At any time, when a parent is upset or shows anger about something that has happened at Kids Place, please inform your site leader or coordinator immediately.

### **Parent/Guardian Concerns - Grievance Policy:**

In order to address suggestions and concerns at the most appropriate and effective level, we suggest the following steps:

- (1) First, parents/guardians should direct their concerns by speaking to, or scheduling a conference with the class/site leader.
- (2) If concerns persist, or discussing the issue(s) with the site/class leader proves to be insufficient, parents should contact the coordinator.
- (3) If issues still remain unresolved after speaking with the coordinator the parent may contact the Director of Community Education.

### **Emergency Contacts**

For safety reasons it is extremely important that you provide our program with current information on your child's registration. Should any changes occur throughout the year to your contact information, or the contact information of your child's emergency contacts, please inform our business office and your child's site/class. It is the parent's responsibility to keep Kids Place up to date with changes to their child's contract.

**Bring your ID**

Make sure you bring your ID when picking up your child. Students will not be released to anyone without proper ID verification.

**Field Trip Rules and Expectations**

Kids Place is committed to providing a fun and safe field trip, which all students will enjoy. Adult to child ratios will vary according to the needs of the group and the type of trip that has been scheduled. Please support us by reinforcing the following field trip rules with your child prior to each trip:

- Your child will be paired with a “buddy” throughout the duration of the trip. Children are expected to stay with their buddy at all times.
- All students will wear an orange St. Louis Park Public Schools tee shirt, provided at Kids Place, when on the trip.
- Prior arrangements must be made with your site leader/classroom staff if you are picking up or dropping off at the field trip location.
- Children are expected to follow the bus rules.
- Children will sit on the bus 2-3 per seat.
- Children will not stand, kneel, switch seats, or put anything out the windows of the bus.
- Children will talk using their indoor voices.
- If your child is disruptive and takes staff time and attention away from other children during the field trip, for safety purposes you may be called to pick up your child from the field trip location.

**Parent/Guardian Attendance on Field Trips**

Parents are welcome to occasionally accompany children on field trips, if space allows. Accompanying family or guardians may be required to pay associated admission and transportation fees. This requires prior approval from the Program Coordinator. You and your child must stay with the group you are assigned to at all times, and you must adhere to all field trip guidelines. Parents will not be left alone with other children and are not to be responsible for supervising students. A staff person will always be assigned to supervise the group of students.