



Kids Place Preschool Family Handbook 2023-2024



About Us

Kids Place operates under the St. Louis Park Public School district, and as such, we live and carry out their mission statement in our daily interactions with our students and community. *St. Louis Park Public Schools sees, inspires, and empowers each learner to live their brilliance in an environment that centers student voice and experience to create racially equitable learning that energizes and enhances the spirit of our community.*

Kids Place works in cooperation with the families, schools, and the community of St. Louis Park to provide a high quality, professional child care preschool program that is academically enriching, fun, and safe for all children. Our goal is to provide an equitable, safe, caring environment that allows your child the opportunity to learn and grow among friends. Whether your family has a preschooler or school-age child, we understand your need to know that your child is well cared for during the day. Kids Place gives you peace of mind so you can focus on your work.

Kids Place Preschool is open from 7:00am-6:00pm, and serves children ages 33 months through 5 years old.

Preschool: 3 and 4 year olds. This is your child's first introduction to school. Balanced structured and play-based curriculums allow your child to grow and explore, while receiving a top-notch education.

Year Before Kindergarten (YBK): 4 years old by September 1st. This Kindergarten Readiness program helps your child hone their current skills, and prepare them for Kindergarten using our play-based, high quality curriculums.

Multi-Age: 3-5 year olds. Balanced structured and play-based curriculums with differentiated instruction built in to prepare older children for kindergarten.



In The Classroom

Teachers: Kids Place Preschool teachers are a group of qualified and experienced staff. All staff are current in First Aid and CPR, and continue their education through professional development each year.

Student-to-Staff Ratios: Kids Place Preschool adheres to a teacher:student ratio of 1:10 and limits the class size to 20 children. There are three teachers in each classroom, and schedules are staggered throughout the day to ensure this ratio is always met. Rooms may be combined in the early morning and in the late afternoon as staff are arriving and leaving.

Curriculum: Both Preschool and YBK classrooms follow four separate curriculums; Big Day for PreK, Handwriting Without Tears, and Second Steps.

[Big Day for PreK](#) is a program that embraces children's natural curiosity and encourages them to explore, play, and learn about the world around them. It is comprised of eight month-long themes, each of which is divided into 4 week-long mini-units. These themes guide the big experiences in the classroom.

[Handwriting Without Tears](#) is our alphabet and handwriting curriculum. It breaks letters down into big lines, little lines, big curves, and little curves. Rather than learning letters in Alphabetical order, students learn letters in order of difficulty. Beginning with straight letters, students move into curvy letters, and end with diagonal line letters. Three year olds and young fours work on uppercase letters while YBK children review uppercase and learn lowercase letters.

[Second Steps](#) is our social and emotional learning curriculum. Children learn important and engaging lessons through song, puppet play, and social stories.

[Bridges](#) Math is the SLP school district's E-5th grade math curriculum.

Outdoor Play: Children engage in outdoor play two times each day. Please make sure that your child has weather appropriate clothing so that they can participate comfortably. In warmer months,



this includes sturdy, properly fitted shoes, a hat, and a light jacket or sweatshirt. In colder/snowy months, this includes snow pants, winter boots, winter coat, a hat, and waterproof mittens.

In case of inclement weather, (wind chills below 0 degrees, heat indexes of above 100 degrees, and rain) children have the opportunity to use various alternative spaces for large motor play.

Nap/Rest Time: Nap and rest time is built in from 1:00pm- 3:00pm each day. Children each have their own cot, and may bring a blanket to leave at school for the week for comfort. Blankets and nap items will be sent home weekly for families to wash. In accordance with state licensing guidelines, children must rest on their cot for 20 minutes each day. If, during this time, they do not fall asleep, they are provided opportunities to play.

Bathrooming: Children are given formal opportunities to use the bathroom every two hours, but may use it freely in between. Even if your child is toilet-trained, accidents sometimes happen. As such, we ask that you send extra clothes to leave at school for your child. These should include:

- 2 shirts
- 2 bottoms (weather appropriate)
- 2 pairs of underwear
- 2 pairs of socks
- 1 pair of shoes (optional)

If your child is not toilet-trained, we ask that you send a pack of velcro-sided diapers to leave at school, in addition to extra clothing. We provide wet wipes. Children in diapers are changed every two hours or as needed, if it is more frequent. Preschool teachers are well versed and experienced in toilet-training, and will work with your family when you are ready to begin your child's toilet-training journey.

Cloth Diapers Procedure: Parents will need to bring in a hands-free diaper pail & liners that will be used for the cloth diapers. Parents will bring home either the diaper pail or the liner each night to launder the soiled diapers.

Communication: SeeSaw is our main communication tool. Individual milestone communication may be conducted via email, phone call, text message, or at pick up/drop off.



Formal conferences are held twice each year. Your classroom teachers will notify you when these are coming up, and how to sign up and attend.

Field Trips: Preschool classes either may attend off-site field trips or onsite visitors into the building for new experiences. Children travel via school bus or walking, and require signed permission from a parent or guardian.

Culturally Responsive Classrooms: Kids Place and the St. Louis Park School district are committed to creating culturally responsive classrooms and creating real relationships with students and their families. Classrooms are designed to reflect the individual children, their families, their values, and their culture. Staff regularly engage in anti-racist training and conversation. In an effort to be culturally responsive to all families, Kids Place Preschool **does not formally celebrate standard, national holidays.**

Guidance and Discipline Policies

The educators provide positive, consistent guidance based on the children's individual needs and development. We emphasize positive social interactions between all members (adult and child) of our school community by:

- Listening to each other
- Respecting each other
- Telling people how we feel
- Taking care of each other
- Creating our own classroom rules as groups and renewing them regularly
- Thinking about the needs of others

The environment, schedule, and routine of the classrooms have been carefully arranged to allow children to function easily and safely within understandable boundaries and will consider:

- The children's interests, needs, and abilities
- A balance of both active and quiet time
- A consistent yet flexible routine



The educators will:

- Recognize children and their positive behaviors and actions in a positive way
- Be aware of children's activities at all times and try to intervene before a problem arises
- Offer support, guidance and alternatives to children who need assistance
- Intervene as needed in the form of redirection
- Assist children in the process of problem solving
- Allow children to come to their own solutions

Educators will help children regain self-control and a child may rejoin the group when they feel ready. No child will ever be isolated or left unattended.

Kids Place prohibits:

- Spanking or other corporal punishment of children
- Subjecting children to cruel or severe punishment such as humiliation, verbal or physical abuse, neglect, or abusive treatment
- Depriving children of meals or snacks
- Force feeding children
- Disciplining a child for soiling, wetting, or not using the toilet
- Forcing a child to remain in soiled clothing
- Forcing a child to remain on the toilet or using any other unusual or excessive practices for toileting.

Kids Place teachers are mandated reporters and follow [DHS Mandated Reporter Guidelines](#)

Feeding, Food, and Food Preparation

Lunch

A cold Breakfast and Lunch through the SLP School Nutrition is provided this year for free. If you would like to participate please reach out to your child's teacher. If you are interested in knowing more about school nutrition or to see the Central menu please check out this [website](#).

You may also provide breakfast and/or lunch from home. Here are the recommended guidelines for [Child Meal Patterns](#).



Educators eat with the children and help model good manners and conversation. Children learn how to identify proteins and healthy foods and are encouraged to eat until they are satisfied. All food not consumed at a meal is discarded per state regulation, or if unopened, replaced in a child's lunch box. When a child does not have a lunch or snack, the school will provide one. Families are reminded periodically of good nutrition via the newsletters and parent meetings.

Water is always available and provided at snack and lunch as an alternative to any beverage being served. The school uses disposable plates, cups and sturdy plastic silverware, which is discarded after each use. Beverage pitchers when used are washed with soap and are sanitized before reuse. All tables are washed and disinfected before and after each use.

Afternoon Snack

Afternoon snack will be provided by Kids Place and is offered to children at 3:00 p.m. Milk is served with snack. Children are served open snack or family style and allowed to eat at a reasonable rate according to the USDA guidelines.

Procedures

- No child is denied food (unless by medical directive).
- No child is force-fed.
- Children are encouraged to try new things and eat a well balanced diet.
- Snacks will only consist of prepared foods in store packaging based on whole grains with clearly labeled ingredients or fresh dairy or produce.
- The snack menu provides a variety of simple, child friendly options and milk or water is always available to drink as well.
- Snacks are purchased and served with the intent to protect all with allergies present in the school's current population.
- All foods requiring refrigeration are kept in a refrigerator with a thermometer maintaining that the refrigerator is between 32 and 40 degrees.
- Educators monitor the allergy, dietary and medical checklist before serving food and make substitutions as necessary.
- In addition to allergens, educators will monitor the intake of food to ensure that food being served meets the individual medical, cultural, or religious needs of children being served.
- Once food provided by the school is opened, it will be kept in clean, sealed containers for freshness before being replaced in the refrigerator or snack closet.



- All food provided by school meets the USDA's standards and dietary suggestions and will be free from spoilage and safe for human consumption.
- Children sit while eating to reduce choking risk.

Special Feeding Needs

If at any time your child's needs require special feeding measures, classroom staff will document the type and quantity of food the child consumes daily and provide this information to you. Please discuss your child's needs with your child's teaching team.

Sunscreen Policy

- Please apply sunscreen to your child each morning to provide a base.
- We will apply sunscreen on all children before heading outside to play in the morning and afternoon.
* **Teachers will change gloves or wash hands between each child's application.**
- We use [Rocky Mountain Sunscreen 50 SPF](#) it's broad spectrum sunscreen that is hypoallergenic & gentle for sensitive skin.
- Here are the guidelines if you choose to supply your own sunscreen.
 - No aerosol is allowed, due to asthma concerns
 - A listed expiration date
 - Label sunscreen with your child's full name

Handwashing at Kids Place

Effective Handwashing:

- The single most important way to reduce the spread of infection.
- The more often caregivers and children's hands are washed the less spread of disease.
- Vigorous rubbing and friction is the most important step in handwashing.
- Gloves are **not** a substitute for handwashing.
- Chemical hand sanitizers are **not** a substitute for good handwashing in the group care setting



KIDS PLACE

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and should **not** be used on visibly soiled hands.

- Antimicrobial soap is not necessary; regular soap is effective in removing soil and germs.

HOW TO WASH HANDS	WHEN TO WASH HANDS
<ul style="list-style-type: none">• Remove jewelry and push up long sleeves. Wet hands with warm, running water.• Apply soap and lather. (Preferably liquid soap)• Wash hands for 20 seconds, rubbing vigorously. Include palms, backs, between fingers, fingernails, wrists and thumbs. Use nail brush after contact with stool or if you are handling food.• Rinse well with fingertips pointed down.• Dry hands with paper towel.• If faucet does not turn off automatically, turn off faucet with paper towel. This avoids recontamination of hands.• Throw paper towel into plastic lined waste container.	<ul style="list-style-type: none">• Upon arrival at the program or when moving from one child care group to another.• After cleaning/sanitizing room equipment, furniture, toys, etc.• After changing a diaper or helping a child use the toilet (also wash the child's hands)• After using the toilet yourself.• After wiping a child's or your own runny nose.• After handling garbage.• After coughing or sneezing.• After handling animals or pets.• Before and after eating, handling food, or feeding a child.• Before and after preparing or giving medication.• After handling items or children soiled with body fluids or wastes (blood, vomit, stool, urine, drool, eye matter, etc.)• After playing outside.• Before and after using water tables or moist items such as play dough.• Before going home.



Safety and Emergency Procedures

Building Security: Building Security and Access to Our Buildings:

Central Early Learning Center

- Available entrance: Door 3
- Parents must buzz to receive access to the building.
- Staff will wear employee badges and will swipe in to gain entrance
- All visitors must sign in at the security desk before entering the building.

Signing In/Out: To ensure your child's safety, we require that you sign your child in and out of the program each day. Be prepared to show your ID at pickup, as occasionally there may be a substitute that may be unfamiliar with you. All staff at Kids Place are required to check IDs for adults they do not recognize, to ensure that each child is going home with the correct parent.

Authorized Pickups: You can manage the [authorized pick ups by following these steps listed in this document.](#)

If someone other than a parent is picking up your child for the day, please let your child's classroom teachers know as soon as possible, and please include a first and a last name. Please let that person know they will be required to show their ID and sign out before the child is released to them. We will also not be able to release the child to anyone not on the authorized pickup list until confirmed by a parent or guardian. You can change the authorized pick ups by following these steps listed in this document.

Inclement Weather/Site Closings Due to Weather

- When the St. Louis Park Public Schools are closed due to inclement weather and poor driving conditions, all Kids Place classrooms will also be closed.



KIDS PLACE

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- If St. Louis Park Schools issue a delayed start due to weather or other emergency Kids Place will also delay the start of its operating hours.
- If SLP Schools issue 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 for a typical full day schedule from 6:30 a.m. until 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.slpschools.org

Disaster Preparedness and Emergency Evacuation Procedures Plan

The complete St. Louis Park Public Schools Disaster Preparedness and Emergency Evacuation Procedures Plan is posted behind the emergency routes on each exit door and also behind the main office door.

Shelter in place: danger outside of the building or danger inside the building; lockdown. All doors are locked, all shades are drawn, children and staff gather in safe places: preschool cubby areas, classroom bathroom, in the staff room and store room. We will admit no one until we get the all clear from authorities.

Evacuate because of fire: fire evacuation routes are posted on all of the doorways, and have diagrams indicating which area of the center uses which exit. Age groups of children assemble as far away from the building as possible, then proceed as a group with their staff to either the parking lot, or to the high school. In the event of fire in the center, direct exits lead from the preschool rooms to the outside. General guidelines include: follow the exit map on your classroom door; keep children in group and away from the building; take head counts and roll attendance when outside; hold children's hands when exiting. All classrooms are equipped with smoke detectors.

Evacuate because of tornado: tornado evacuation routes are posted on all of the doorways, and have diagrams indicating which area of the center uses which exit. Age groups of all children assemble in the hallways, crouching next to the walls and/or under the conference table. When the



KIDS PLACE

ST. LOUIS PARK COMMUNITY EDUCATION

weather is threatening, keep children's play away from the windows. Monthly tornado drills are conducted April to September. When evacuation is deemed necessary, children exit the classroom and sit in the hallways. Children should crouch near the walls in the 'tuck' position, and cover their heads with their arms.

Missing children: The staff person in charge will constantly maintain a head count. If a child is missing, the staff person in charge will immediately notify the Program Manager for assistance, delegate another person to be in charge, and go in search of the child. If the child is not found within 10 minutes, the St. Louis Park Police Department will be notified.

Security Threats: If we are advised to evacuate not only our current space but also the building, we will go to SLP High School or students will be bussed to the Rec Center. We will post this information on signs on our doors when we leave the building. When advised to shelter in place, we will lock all doors, pull blinds, and admit no one until we get the all clear from authorities.

Utility Failure: Kids Place will close as does the school building when there is a power or other utility failure. In the event the current needs to be cut, the person in charge will notify the Central building Manager.

Emergency transport and escort from the program: If your child becomes seriously injured, we will 911 for transport to the Methodist Hospital emergency room. You will be notified to go to the hospital; a staff person will accompany your child to the ER and stay until you arrive.

Practice and drill: Fire and Tornado Procedures: SLP school buildings practice monthly fire drills and follow routine evacuation procedures. We practice monthly tornado drills year-round. Emergency evacuation routes are posted on all the exits.

Blizzard Procedure: Kids Place will follow the same schedule of weather-related closing as does the SLP School District. **Weather Related Closings:** The center closes only on the rare circumstances that school district classes are cancelled due to inclement weather. We encourage parents to use their best judgment in determining whether or not their child will attend on severe weather days without undue risk.

Outside the Building Emergency - Evacuation



If the program is advised to evacuate not only the current space but also the building, everyone in the program will go to St. Louis Park High School or be bussed to the St. Louis Park Rec Center. Staff members will post this information on signs on our doors when staff leave and every effort will be made to contact parents. The instructions to evacuate children from the buildings are:

1. Each teacher takes his/her sign in sheets, places them in their backpack, classroom cell phones and readies children to leave building;
2. Leave the center by the door furthest away from the danger;
3. On the back of the office door is a RED pocket folder with yellow laminated signs, stating where the groups are going. An office staff member must tape one of these to all 3 external doors, 2 in the hallway, and one by the preschool lockers
4. All staff who have cellular phones should get them and bring them;
5. The program will walk to the high school with their teachers or board the bus to the Rec Center and enter the doors to those buildings as directed.
6. Staff members will begin to call parents from the emergency contact other staff members will be stationed near the doors to spot parents;
7. Have parents pick up and sign out their child ONE AT A TIME, to maintain order, and keep track of children
8. St. Louis Park Public Schools has an emergency procedures contract with SLP Police, who would come to the school to provide support and conduct any necessary evacuation.
9. When an accident or injury warrants, the child will receive First Aid as necessary, and if the emergency is immediate, 9-911 will be called and the parent will be notified.

Student Health Information and Procedures

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 your child's needs during the child care day.

Allergies, Including Food Allergies, and Bee Sting Allergies



Please inform your child's teacher if your child has any allergies, including food allergies. For severe allergies, you will be asked to complete an Allergy Care Plan and provide documentation from your child's medical provider. Please contact your child's teacher or email johnson.terri@slpschools.org for any necessary allergy/ medical forms.

Injuries/Accidents

If your child is injured while playing at Kids Place, an incident report will be placed in your parent file in the classroom. 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 and your child's doctor. If paramedics decide your child needs emergency treatment, they will transport your child to the nearest emergency medical facility.

Medications

If it is necessary for medication to be given at Kids Place, we will follow the procedure for medication administration recommended by Health Consultants for Child Care. Prescription medications will be given with approval from the child's physician and written parent consent. You must complete the MEDICATION FORM if your child needs medication while in our care. Medications must be in their original container, include the prescription label and may be given only to the child for whom they are prescribed. Outdated/expired medications will not be given. Over-the-counter medications require written parent consent and written approval of the child's health care provider with the exception of diaper rash products, Orajel, moisturizing hand lotion, insect repellents and sunscreens which only require written parent consent.

Permission by the health care provider for both over-the-counter and prescription medication must be for a specific condition and can only be in effect for 3 months.

The procedure for administration of medication is:

1. Wash hands
2. Check to see that the MEDICATION FORM has been completed and signed.
3. Before administering medication follow these 6 RIGHTS:



KIDS PLACE

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- RIGHT CHILD
- RIGHT MEDICATION
- RIGHT TIME
- RIGHT DOSE (Using a correct medication dispenser)
- RIGHT ROUTE (Method of administering, ex: by mouth)
- RIGHT CHILD’S MEDICATION RECORD

4. Administer medication
5. Return medication to proper storage out of children’s reach
6. Wash hands
7. Record on the right child’s medication record and sign the form.
8. Information should be recorded for every dose even if medication is not given (ex: child absent or meds left at home)

Exclusion of Ill Child

Kids Place is not a licensed “sick care program.” A child with any of the following conditions or behaviors that the Commissioner of Health determines to be contagious and a physician determined has not had sufficient treatment to reduce the health risk to others, must be excluded from our program according to MN Department of Human Services licensing requirements.

We will follow the exclusion guidelines listed below which are taken from [INFECTIOUS DISEASES IN CHILD CARE SETTINGS: INFORMATION FOR DIRECTORS, CAREGIVERS, AND PARENTS OR GUARDIANS](#) prepared by Hennepin County Community Health Department, Epidemiology Program. We must exclude a child with any of the following conditions:

Chickenpox	Until all the blisters have dried into scabs; usually about 6 days after rash onset
Conjunctivitis (Pinkeye)	Bacterial (with pus) until 24 hours after treatment begins. (Pink or red conjunctiva with white or yellow discharge that causes matting of the eyelids; pain or redness of the eyelids.



KIDS PLACE

ST. LOUIS PARK COMMUNITY EDUCATION

Diarrhea (Uncontrolled)	Until uncontrolled diarrhea stops, or until a medical exam indicates that it is not a communicable disease. (Uncontrolled diarrhea is an increased number of stools, compared with a person's normal pattern, along with watery stools, and/or increased stool that cannot be contained by the diaper or use of the toilet *If a child is given MiraLAX type medication to induce a bowel movement. They must be comfortable and be able to keep the BM contained in a diaper/pull up or make it to the toilet in order to participate in school.
Fever	Axillary (armpit) temperature: 100 F or higher; when accompanied by behavior changes, or other signs or symptoms of illness. Measure temperature before giving medications to reduce fever. <i>Child may return when symptoms are gone for 24 hours and no fever reducing medication has been given.</i> <ul style="list-style-type: none">• Exception see Pandemic Emergency Response
Impetigo	Until the child has been treated with antibiotics for a full 24 hours.
Lice (head)	Until after the first treatment and no live lice or nits are seen.
Rash With or Without Fever or Behavior Change	Until a medical exam indicates these symptoms are not that of a communicable disease.
Respiratory Infections (Viral)	Until the child is without fever for 24 hours and is well enough to participate in normal activities. No exclusion for other mild respiratory infections without fever as long as the child can participate comfortably. Symptoms include a runny nose, chills, muscle aches, sore throat, sneezing and coughing, and being more tired.



Ringworm	Until 24 hours after treatment has been started.
Scabies	Until 24 hours after treatment has been started.
Signs/Symptoms of Possible Severe Illness	Until a medical exam indicates the child may return (unusually tired, uncontrollable coughing, irritability, persistent crying, difficult breathing, wheezing).
Streptococcal Sore Throat	Until at least a full 24 hours after treatment begins and the child is without fever for 24 hours.
Vomiting	Depending on the cause, if there is another symptom like a fever or diarrhea, they need to stay home until 24 hours after vomiting/ fever/ diarrhea stops.

Other Reasons for Exclusion

If a child is not able to participate in child development program activities, in the classroom or outdoors, they will be excluded. This includes uncontrolled leakage from the ears

When a child in our care has been medically diagnosed with a communicable disease, we will notify the appropriate health authorities and follow their recommendations to provide information to parents of all exposed children. The child care program will notify the parents of exposed children on the same day or within 24 hours by:

- Posting information on the classroom doors or at the sign in/out board and sometimes also
- Including information in daily note via email/blog posting

Parents are required by state laws and Kids Place policies to inform us within 24 hours(exclusive of weekends/holidays) when their child has been diagnosed as having any contagious disease.

Care for Ill or Injured Children

Kids Place is regulated for “well care”. If your child is no longer able to fully participate in the daily program activities due to illness or injury, you or your designated alternate must pick up your child



within an hour of being notified. State licensing rules prohibit the care of sick children in the Kids Place facility. Until you arrive your child will be monitored and comfort measures provided according to program procedures. If staff thinks it necessary, the child's health care provider will be contacted.

If you do not pick up your child within an hour of being notified to do so, a penalty of \$50 will be assessed and added to your billing statement and you will be given a warning of possible termination of child care services. If the situation arises again within one year of the first occurrence, a penalty of \$50 will be assessed and added to your billing statement and you will be given a notice of possible termination of child care services. If the situation arises a third time within one year of the first occurrence, child care services will be terminated.

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 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.

Accidents and Injuries

Responsible supervision of the children is of utmost importance and children are appropriately supervised at all times. Each staff member is responsible for implementing accident prevention measures and for maintaining active interaction and/or observation of children at all times. Playground areas are inspected daily before the children go out.

Parents can expect to receive an accident injury report any time their child is hurt at Kids Place. The Kids Place Main Office also receives a copy and the report is signed by a coordinator or a manager.



The accident injury report describes the nature of the injury, when it occurred, how it happened, and what type of first aid was administered. Parents will be contacted by telephone if an injury requires more immediate, emergency attention.

A HEAD INJURY REPORT is given to parents when a child sustains a blow or bump, whether big or small, to the head so signs of concussion may be monitored at home.

Injuries that require a child to have medical treatment by a physician are reported by Kids Place within 24 hours to the St. Louis Park Public Schools Human Resources Department.

A log of injuries is kept in the Kids Place Main Office and reviewed monthly for patterns that would require us to look more closely at what is causing a series of similar accidents. In addition, annually and/or as needed the program coordinators and manager conduct an analysis of accident injuries that have occurred during that period. Accident prevention procedures are developed, updated, and modified as needed with oversight of the Manager.

First Aid

In the event of any injury or illness, appropriate first aid will be administered by staff trained in first aid. If staff decides this is an emergency situation, 911 will be contacted to provide emergency first aid. If necessary, the emergency medical service will transport your child to a medical facility as designated by emergency services. A parent or alternate listed as an Emergency contact will be contacted as soon as possible. An attempt to contact your child's source of health care may also be made.

Our staff keeps current on Pediatric First Aid and CPR training. MN DHS- licensing requires all teaching staff in the facility to have this training and certification current.

Allergies, Including Food Allergies, and Bee Sting Allergies

Please inform your child's teacher if your child has any allergies, including food allergies. For severe allergies, you will be asked to complete an Allergy Care Plan and provide documentation from your child's medical provider.



Health Forms/Vaccination Records: All students must submit health forms and an updated vaccination record before starting their child at Kids Place Preschool. Health forms will be provided to you.

School Nurse: During the school year, regular school hours (8:00am-3:00pm), Kids Place Preschool has access to our Early Learning School Nurse. The health aide/nurse can aid in medication distribution, caring for an ill child, and assisting with injuries.

Tuition and Contracts

Kids Place Preschool Child Care 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. Tuition IS charged for School District Holidays that fall on the student's contracted scheduled days. No reductions in fees 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 Office or Kids Place teacher, as space allows. A \$10.00 fee will be charged for each addition to my schedule.
3. I can request a permanent change to my child's schedule or withdrawal from the program with written notice to the Kids Place Office or Kids Place teacher 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 10 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 www.slpcommunityed.com
5. I agree to pay the following fees (if applicable):
 - Registration fee: \$50.00
 - Schedule change/addition fee \$10.00
 - Late Pick-Up Fee: \$15 per occurrence. After 6:15 p.m. an additional \$1 per minute will be charged. 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 those listed as authorized pick ups 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 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 Preschool Child Care program to children 33 months to age 5 who have not yet entered Kindergarten. 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. I understand that I should obtain a copy of this contract for my records.

15. I understand that my child's immunization record must be received by the office **before** my child may attend class.

16. As a part of the Kids Place community, my child can participate within a group size of 20 children



and three staff, in all regular activities, transitions and routines. This includes going outside everyday (weather permitting), music class and field trips.

Contract FAQs:

How does the billing work?

You will be billed for the schedule you have registered for. A notice to view your invoice online at your Kids Place account will be emailed to you at the beginning of each month. The invoice will include payments from the month prior as well as the tuition cost for the month ahead with the payment due date for that month. It is the last 4th Tuesday of each month.

How do I pay my bill?

The Kids Place Program uses an online payment and account management system. Kids Place now requires each child care account to have an auto pay method set up in this system. The payment method on file will be charged at 4:00 a.m. on the due date for the balance due on the account. A receipt notice will be sent to the email on file. If there is a problem with your payment you will receive an email notice that your auto pay method has failed. 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.

Kids Place Preschool Child Care Family Handbook Addendum COVID Preparedness Plan

In order to maintain the health and safety of staff and students during the coronavirus pandemic, the following practices are in place. These practices work in conjunction with the policies and procedures in the Kids Place Preschool Child Care Family Handbook. These practices were created under the guidance of the [Centers for Disease Control](#) and [Minnesota Department of Health](#) and are aligned with district health and safety guidelines. We will continue to revise procedures based on updated guidance.

Health and Safety



Handwashing

- Staff and students will follow proper handwashing procedures.
 - Soap and water for at least 20 seconds
 - Alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available
- Handwashing takes place at the following times:
 - Upon staff and students arrival and departure
 - Before and after preparing food or drinks
 - Before and after eating or handling food
 - Before and after administering medication, sunscreen, lotion
 - After using the toilet or helping a child use the bathroom
 - After coming in contact with bodily fluid
 - Before and after playing outdoors and/or playground structures
 - Before and after transitioning to a new space

Health Screening

Parents must screen their child/children prior to attending care and know that students will also be screened before entering the program; see the [verbal health screening](#) that will be asked daily.

- Participants must stay home if they are ill. [See the CDC website for a description of COVID 19 symptoms.](#)
- We are asking you to be alert for signs of illness in your children and to keep them home when they are sick.
 - Participants must be healthy and symptom free for the last 10 days and have a temperature under 100 degrees fahrenheit, no difficulty breathing, sore throat, or cough
 - Symptoms of COVID-19 may include fever, cough, shortness of breath, chills, headache, muscle pain, sore throat, loss of taste or smell, congestion or runny nose, nausea, vomiting and diarrhea.
- Participants who appear ill will be asked to leave the program.
- If a participant is diagnosed or presumed positive for COVID-19, please contact your site immediately. Contact tracing will be followed.
- Be aware that we reserve the right to conduct additional screenings at our discretion.
- Staff and students will be asked to wash their hands upon arrival.

III Students or Staff

- If a student or staff member develops any symptoms of illness consistent with coronavirus, the following procedures will be followed. Exclusion from school for 5 days, may return to school day 6 if symptom free and wear a mask for 5 days..
- Parents and/or emergency contacts will be called and asked to pick-up their child immediately.



- The ill student or staff will be isolated in a separate room while they wait to be picked up or until they are able to leave the facility on their own.
- After the ill student or staff member leaves the facility, staff will disinfect areas where the staff or student were present.

Sick Policy

- Action will not be taken until the person is either diagnosed or is presumed positive for COVID-19.
- Please do not send your student to the program if you or anyone in your household has a fever or is having symptoms of illness.

Masks/Face Coverings -

- Mask wearing is encouraged but not required.
- Wash your hands thoroughly before putting on the face covering.
- Staff are encouraged to maintain personal face coverings.
- Wearing cloth coverings does not replace the need to continue frequent hand washing, avoiding touching the face, and practicing social distancing, which are our best tools to help prevent the spread of illness.
- Cloth face coverings do not provide adequate protection for others if a person has symptoms compatible with COVID-19. Ill individuals should stay at home.

Cleaning and Disinfecting

- All areas of the building being used (classrooms/pods, gyms, cafeteria, common areas, etc.) are equipped with sanitizing/disinfecting sprays, cleaning products, towels & gloves.
- Staff will routinely clean, sanitize, and disinfect surfaces and objects that are frequently touched, especially toys and games. This may also include cleaning objects/surfaces not ordinarily cleaned daily such as doorknobs, light switches, classroom sink handles, countertops, desks, chairs, and playground structures.
- Toys and equipment will be cleaned and sanitized prior to being used by a new group of children or as needed. When possible students will have their own supplies to use.
- After toys and equipment have been used, they are to be set aside until they are cleaned and sanitized.

Weather Related Information

- If able, students will be asked to apply their own sunscreen and will have to wash hands before and after application.
- We recommend that parents apply sunscreen prior to the student's arrival.
- If staff do apply sunscreen staff will have to wash hands before and after each student they are assisting.

Assumption of Risk Related to Participation



- The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is **highly contagious**. The disease is thought to spread by nose and mouth droplets when someone who is infected coughs, sneezes or exhales. Persons entering ISD 283 facilities should understand that there are health risks associated with participation in group events or in entering any public facility. ISD 283 assumes no responsibility for potential spread of the COVID 19 virus in its facilities and individuals accessing and utilizing ISD 283 facilities assume any risks associated with participation in the activity in question. While staff will be taking all reasonable precautions, due to the highly contagious nature of the current COVID-19 virus outbreak and potentially any other virus that can be contracted from both symptomatic and asymptomatic people, there is a potential risk for the contraction of illness as a result of your child's participation in the program. School District staff will not be responsible for determining whether any participant has or does not have COVID-19 or any other illness as school personnel do not diagnose any illness. If your child is ill or if anyone in your household is exhibiting any symptoms of COVID-19 as identified by the CDC, participation in the program is not allowed, and your child may not attend the program. The School District is recommending that families consult with their doctor before participating in the program if any member of the family has experienced symptoms consistent with COVID-19.