



# Little Kids Club



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**405 COLFAX AVE SW, WADENA, MN 56482 (M|STATE)**

Sponsored by Wadena-Deer Creek-Bluffton Community Education

This handbook is intended to provide information regarding the operation and policies of Little Kids Club. Questions may be directed to Program Director Jennifer Ness: 218.639.7105.  
*This institution is an equal opportunity provider.*

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## CONTACT US:

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# Mission Statement

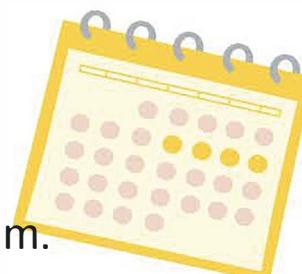
Wadena-Deer Creek Little Kids Club (LKC) works in cooperation with families, school and the community to nurture the development of children by providing a quality and enriching program that is fun, safe, and accepts each child while building on his or her strengths.

## About Us

We are a quality extended-day child care program located on the M|State Campus in Wadena. We provide educational and social opportunities for toddlers to pre-kindergarten children, ages 16 months - 5 years during the day on both school days and non-school days.

## Family Involvement

Families are a valuable resource for our program. In order to maintain open and clear communication, LKC will have updates throughout the year. Family members are encouraged to visit our program at any time. We welcome your input and feedback on the activity content and implementation at LKC. Conferences will be offered throughout the year at your request.



## Hours of Operation and Schedule

LKC is open Monday - Friday, 7:00 a.m. - 5:30 p.m.

### We are closed the following days:

- New Year's Eve
- New Year's Day
- Good Friday
- Memorial Day
- Juneteenth (June 19)
- July 3rd - 5th
- 1 week in July for deep cleaning (dates TBD)
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day

# Tuition

Our program is self-supporting and funded fully by tuition fees. A non-refundable deposit of \$25.00 per child is required at time of registration.

***Weekly fees are as follows:***

**Toddlers (age 16 months - up to 3 years)**

Full Time: \$200.00 per child 4-5 days

**Preschool (age 3 - 5 years)**

Full Time: \$190.00 per child 4-5 days

Rates above are based on a 9-hour day. Time above and beyond 9 hours will be billed at a rate of \$3.50 per hour, per child.

## Billing and Payment Policies

LKC uses Procare to manage attendance, tuition and communication for our clients. Upon registration to LKC, your family will set up an account on Procare. *We request that Procare be downloaded to ALL phones associated with pick up and drop off for your child(ren).*

Child care payments are due on Friday of each week, regardless of attendance or program closures. Payments not received by Friday, will incur a late fee of \$20.00.

An auto-pay option is available through Procare!

*LKC reserves the right to deny child care for delinquent accounts.*

## Tax Information

Annual tax statements are available on the Procare app.



# Registration and Enrollment

Children ages 16 months to 5 years may be registered for LKC at any time throughout the year. Children who cannot be immediately enrolled will be placed on a waiting list.

Registration forms are required for each child, and must be completed in their entirety and returned to LKC, along with the required deposit prior to his/her first day of attendance.

*Clients who have not submitted all registration forms and paid the required deposit will be denied.*

Registration requirements include:

- Emergency Contacts
- Immunization Records
- Health Care Summary
- Household Income Statement
- Child Care Food Program Enrollment

## Parent-Teacher Conferences

Conferences are available anytime upon request. Please contact us to schedule a date and time that works for you.



### Reserving a Spot:

To reserve a spot for your child, a 1-week room rate, deposit and completed forms are needed. Full payment is required from the assigned start date regardless of whether the child is present or not. This deposit is only refundable if LKClub changes the date.

### Pre-Enrollment Registration:

All fees are weekly full-time rates. A non-refundable \$25.00 registration fee and the first week room rate fee accompanies the new enrollment forms and secures a spot in the preferred classroom when one becomes available.

# Behavioral Expectations

LKC strives to establish and maintain a behavior guidance system that reinforces positive behaviors. The following methods will be used to accomplish this:

- Staff will serve as positive role models.
- Both the group as a whole and the needs of each individual child will be taken into consideration.
- Established rules will be appropriate for each child's age and stage of development.
- Rationale for rules will be explained and related to the child's well-being as well as the rights and safety of others.
- Rules will be consistently encouraged.
- Consequences will be logical, such as redirection to other activities or limiting choices.



Reasonable efforts will be made to assist children with adjustment to the program setting. Disruptive behavior will be dealt with in the following manner:

- First offense: Child will be sent to our "calm down" area.
- Second offense: incident report will be written by the caregiver for parental review and signature. In the case of older children, the child may call his/her parent/guardian to inform them of the situation.
- Third offense: Parent/guardian will be notified by staff of the need for immediate pick up of the child. Staff will meet with the parent/guardian to discuss an action plan for improvement.
- Continued disruptions may result in suspension and/or dismissal from the program.

Behavior that endangers the safety of self and/or other children is grounds for immediate dismissal from LKC.

# Program Policies

## Drop Off/Pick Up

Parents/guardians are responsible for scanning child(ren) in and out each day via the Procare app. We recommend the app be downloaded to any phone that may be used for this purpose.

Pick up is expected at the time designated on the registration form(s). If you experience a change in attendance needs (e.g.: days or hours), you must submit a new form prior to said change.

## Transportation

Transportation to and from LKC is the responsibility of the client. LKC will transport children to and from field trips through the use of a school vehicle. Under NO circumstances are staff allowed to transport children.

## Meals

Breakfast, lunch and snack are provided on-site. Dietary restrictions should be noted in each child's registration materials.

## Visitors

Parents/guardians are encouraged to visit their child(ren) at LKC. Due to liability and supervision concerns however, we do not allow visiting children to participate in LKC activities.

## Toys

Personal toys may not be brought to LKC, except for specially assigned days which will be communicated to clients in advance.

## Sunscreen

Clients are responsible for supplying sunscreen in a labeled bottle for their child(ren). LKC staff will assist with sunscreen application when appropriate.

## Extra Clothes & Supplies

LKC requires children to have an extra set of clothes on-site. Clients are responsible for supplying diapers/pull-ups, wipes, and diaper rash cream. All items should be labeled with the child's first and last name.

# **Program Policies**

## **Outdoor Play**

We go outside every day, weather permitting. Therefore, appropriate outdoor clothing is required daily (e.g.: tennis shoes, boots, hats, mittens, etc.). All items should be labeled.

## **Weapons**

Weapons (real or perceived as such) are strictly prohibited. Any child who brings any type of weapon or instrument that could be used as a weapon will be dismissed from LKC immediately.

## **School suspension**

If a child is suspended from school for any reason, the child will also be suspended from LKC.

## **ADA - Americans with Disabilities Act**

LKC is required to reasonably accommodate all ISD 2155 K-12 children needing care if space is available. At times, it is not reasonable to serve the care needs of a child. LKC is unable to provide a 1:1 staff to child ratio.

## **Child Abuse & Neglect**

LKC staff are Mandated Reporters. All staff who work with children are required by Minnesota state law to report all suspected physical, emotional, and sexual abuse or neglect of children to authorities.

## **Grievance Process**

Grievances should first be directed to the LKC site supervisor. If the response is unsatisfactory, or the grievance is regarding the site supervisor, grievances should be directed, in writing, to the Program Director.

## **Snow Days/Weather Closures**

LKC will remain open during school-designated snow days/closures, as long as there is staff available. Occasionally, a "late start" may be needed if the M|State campus opens late due to inclement weather. If M|State has a late start, LKC will open at 8:00 a.m. Notifications will be sent via Procare.

# Health and Emergency Policies

## Illness

LKC follows the same policies as that of Wadena-Deer Creek Schools. The parent/guardian will be contacted for pick up if a child exhibits acute symptoms during the day. Children should *not* be sent to LKC if exhibiting one or more of the following symptoms:

- Fever greater than 100 degrees in the past 24 hours
- Diarrhea or stomach flu within the past 24 hours
- A communicable skin rash
- Untreated head lice

## Medication

Prescription and over-the-counter medications (e.g.: ibuprofen, acetaminophen) may be administered by LKC staff with written approval from a parent/guardian. All medication must be in the original bottle and labeled with the child's name. The first dose of any newly prescribed medication must be administered at home to ensure there are no adverse reactions.

## Emergency Closings

LKC will be closed if the M|State campus is closed for reasons such as maintenance issues. Notifications will be sent via Procare.

## Insurance

LKC is not liable for accidents and/or injuries that occur while in our care. Clients are encouraged to provide their own insurance coverage. Many employers offer coverage, but private policies are also available to explore.

## First Aid Procedure

Staff will consult with school specialists as needed and will administer first-aid for minor injuries. In the case of minor first-aid, the parent/guardian will receive explanation and/or documentation of the steps taken.

In the event of a major medical emergency, 911 will be the first point of contact, with the parent/guardian contacted second. If your child requires transportation to a hospital, a staff member will accompany them in the ambulance. LKC is not responsible for costs associated with medical and/or emergency transportation or care.

# Civil Rights Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the agency (state or local) where they applied for benefits.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through Federal Relay Service at (800) 877.8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at:

[http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632.9993. Submit your completed form or letter to USDA by:

U.S. Mail

U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue SW  
Washington, D.C. 20250-9410

Fax: (202) 690.7442

Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

# Reporting Policy for Programs Providing Services to Children

## **Who should report child abuse and neglect?**

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

## **Where to report**

- If you know or suspect that a child is in immediate danger, call 911.
- All reports concerning abuse or neglect of children occurring in a licensed facility should be made to the Department of Human Services, Licensing Division's Maltreatment intake line at 651-297-4123.
- Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to the local county social service agency at 218-631-7605 or local law enforcement at 218-631-7770.
- If your report does not involve possible abuse or neglect, but does involve possible violations of Minnesota Statutes or Rules that govern the facility, you should call the Department of Human Services, Licensing Division at 651-296-3971

## **What to report**

- Definitions of maltreatment are contained in the Reporting of Maltreatment of Minors Act (Minn. Stat. § 626.556) and should be attached to this policy.
- A report to any of the above agencies should contain enough information to identify the child involved, and persons responsible for the abuse or neglect (if known) and the nature and extent of the maltreatment and/or possible licensing violations. For reports concerning suspected abuse or neglect occurring within a licensed facility, the report should include any actions taken by the facility in response to the incident.

- An oral report of suspected abuse or neglect made to one of the above agencies by a mandated reporter must be followed by a written report to the same agency within 72 hours, exclusive of weekends and holidays.

### **Failure to Report**

A mandated reporter who knows or has reason to believe a child is or has been neglected, or physically or sexually abused, and fails to file a report is guilty of a misdemeanor. In addition, a mandated reporter who fails to report maltreatment that is found to be serious or recurring maltreatment may be disqualified from employment in positions allowing direct contact with persons receiving services from programs licensed by the Department of Human Services and by the Minnesota Department of Health, and unlicensed Personal Care Provider organizations.

### **Retaliation Prohibited**

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

### **Internal Review**

When the facility has reason to know that an internal or external report of alleged or suspected maltreatment has been made, the facility must complete an internal review and take corrective action if necessary, to protect the health and safety of children in care. The internal review must include an evaluation of:

- whether related policies and procedure were followed
- current policies and procedures are adequate
- whether there is a need for additional staff training
- whether there is a need for corrective action by the license holder to protect the health and safety of children in care

### **Primary and Secondary Person or Position to Ensure Internal Reviews are Completed**

The internal review will be completed by the Program Director. If this individual is involved in the alleged or suspected maltreatment, the Program Coordinator will be responsible for completing the internal review.

## **Documentation of the Internal Review**

The facility must document completion of the internal review and provide documentation of the review to the commissioner upon the commissioner's request.

## **Corrective Action Plan**

Based on the results of the internal review, the license holder must develop, document, and implement a corrective action plan designed to correct lapses and prevent future lapses in performance by individuals or the license holder, if any.

## **Staff Training**

The license holder must provide training to all staff related to mandated reporting responsibilities as specified in the Reporting of Maltreatment of Minors Act (Minn. Stat. § 626.566).

The license holder must document the provision of this training in individual personnel records, monitor implementation by staff, and ensure that the policy is readily accessible to staff, as specified under Minn. Stat. § 245A.04, subd. 14

\*The mandated reporting policy must be provided to parents of all children at the time of enrollment in the child care program and must be made available upon request.



## Ready to Enroll? What You'll Need:

- Enrollment Form
- Parent/Provider Contract
- Release Agreement
- Emergency Contacts
- Emergency Medical Consent
- Health Care Summary
- Child Care Immunization Form or Records
- Household Income Statement
- Child Care Food Program Enrollment Form
- About Your Child
  

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### Little Kids Club

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