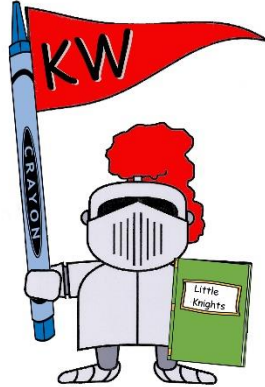


KENYON-WANAMINGO



KNIGHTS KIDS

**Quality Childcare for children
33 months to entering 5th grade**

Parent Handbook

Updated August 2018

Community Education Office

400 Sixth Street
Kenyon MN 55946
Fax # 507-789-6104
www.kw.k12.mn.us

Knight Kids Coordinator

Kay Benzick
507-789-7028
kbenzick@kw.k12.mn.us

Early Childhood Director

Katie Valek
507-789-7016
kvalek@kw.k12.mn.us

Community Education Coordinator

Amy Belcher
507-789-7015
abelcher@kw.k12.mn.us

Knights Kids Sites

Kenyon

K-W Middle High School
Room F116
400 Sixth Street
Kenyon MN 55946
507-789-7010

Wanamingo

K-W Elementary School
Room 120
225 Third Avenue
Wanamingo MN 55983
507-789-7018

***Please leave all messages related to attendance, sickness, schedule changes, etc on Knight Kids numbers above, not in the Community Education office. We may not receive your message in time to relay it to Knight Kids.**

PROGRAM OVERVIEW

Welcome!

The staff of Knights Kids would like to welcome your family to the program. We are excited that you have selected our childcare program for your child! Our goal is to create a caring, stimulating learning environment that focuses on all aspects of each child's development. We offer low staff to student ratios and a variety of enrichment opportunities. The Knights Kids program is supported by fees paid by participating families, and we accept payments from the Child Care Assistance program. For more information contact the Social Service office of the county in which you reside. The Knight Kids program is administered by the Community Education Department of the Kenyon-Wanamingo Independent School District 2172.

Mission & Program Goals

The **mission** of the Knights Kids program is to care for children in a safe, enriching environment that supports the individual needs of children and families while building positive relationships. Our goals are aligned with the district's developmentally appropriate goals such as: kindergarten readiness and reading well by third grade.

Program Goals:

- Ensure children are in a safe, healthy environment where their emotional, social, physical and developmental needs are being met.
- Provide a variety of developmentally appropriate enriching activities including but not limited to: games, arts and crafts, experiments, field trips, physical activities, reading, music and quiet time.
- Promote respect for self and others while responsibilities and social skills are both enhanced and encouraged.
- Give individual guidance to children based on each child's needs, potential and in keeping with parent/guardian values and goals.

General Program Qualifications:

- Children are expected to be toilet trained.
- Children must be able to participate in large group setting with similar age peers.
- Children must be able to follow simple directions appropriate to child's age.
- Children must have the ability to play and work cooperatively with similar age peers.
- Children must be able to safely and successfully transition from one activity to another.
- Children must refrain from any physical aggression towards peers or staff.

*If a child is receiving special education services and it is determined they need extra support to be successful in Knights Kids, the school district will work to provide additional staffing support.

Staffing

Knights Kids sites are staffed according to the age and number of children in attendance: 1 staff member per 15 elementary aged students or 1 staff member per 10 if there are preschool age children in attendance. Staff members are selected for their education and experience in working with children. Staff are expected to participate in professional development opportunities throughout the year. All staff must be certified in First Aid/CPR. Criminal background checks are required for all new school district employees.



Parent Involvement

We strongly encourage input and involvement from all families. The quality of the staff/parent relationship greatly impacts the success of our program. Your suggestions, concerns and praise are very important to us. Although Knights Kids does not offer regularly scheduled conferences, a parent may request information on a child's progress anytime by speaking with the coordinator. Parents are welcome to visit our classrooms, and we encourage family volunteers. The program director will support all volunteers and visitors, please speak with the Community Education office for more information. You can find more information on our confidentiality agreement and our visitor/volunteer policy on the school district website under school board policies. You will receive regular email program updates and updates in your family mailbox onsite. **Each site uses a bulletin board/parent area to share important information with families. Please check for information daily. Please share all important information/changes with staff, so they can write it in the staff communication log.**

PROGRAM SERVICES

Regular Program Hours

- 6:00 a.m. to 6:00 p.m.
- Before School services for school-age children: 6:00 a.m. to 8:00 a.m.
- After School services for school-age children: 2:45 p.m. to 6:00 p.m.

*Children may attend full or part-time. If a site becomes full, names will be placed on a waiting list.

Summer Programming

Knights Kids Summer offers a childcare environment where your child can learn, play and belong. There will be a balance of enrichment and recreation-based opportunities. There are exciting camp themes, activities, swimming at the local pool two times a week and walking field trips. Hours of operation are from 6:00 a.m. to 6:00 p.m. *Specific programming days and themes will be provided with registration information.

All Day programming

For children ages 33 months to 6 years (not enrolled in Kindergarten), This school readiness program aligns with K-W Little Knights Preschool, using preschool curriculum to build on social skills, math, writing, reading, music and art.

Before School

Knights Kids opens at 6:00 a.m. School age children in Kenyon are released at 7:25 a.m. to ride the shuttle bus to Wanamingo. Wanamingo children are released at 8:00 a.m. to go to their classroom. Fifth grade children are released in Kenyon at 7:30 a.m. to go to playground and Wanamingo children at 7:50 a.m. to ride the shuttle bus to Kenyon.

After School

After the school day ends children are looking to unwind, socialize and participate in activities that will keep them engaged and excited. Wanamingo children arrive at 2:45 p.m. and Kenyon children are greeted when the shuttle bus arrives in Kenyon.

Non-School Days

Knights Kids is open from 6:00 a.m. to 6:00 p.m. on scheduled non-school days during the school year. A complete list of non-school days that Knight Kids is open will be posted online and onsite each year. Each day will have a fun theme!

Drop-in Care & Unscheduled Days

An Add-A-Day form is required for all requests for Drop-in Care and when you need care on a day you have *not* indicated on your child's contract or submitted calendar. **24 hour notice is preferred** for Drop-in Care and the child must have current registration materials on file. Five dollar discount on preschool days does not apply to changes submitted with this form. If there is no space available, care may be denied. If a change is made to your schedule less than two weeks in

advance, you will be charged the Drop-in Care fee. Payment for Drop-in Care is required the day of service. When submitting an Add-A-Day form, you will be notified ONLY if we are unable to accommodate your request.

Inclement Weather Policy

Knights Kids Childcare **WILL** be open when school is cancelled, has a late start or early dismissal due to inclement weather. **PLEASE NOTE: We will open at 7:00 a.m. if there is a late start or school is cancelled. We will close at 5:00 p.m. if school is cancelled or dismissed early.** Please read the policies and fees and register your child if this service fits your needs. ***You must register for this service to receive care on snow days. Families who register for this service will be billed whether their child attends or not, even if that date is not listed on your child’s calendar for that month.** The School District will use the Infinite Campus Online Portal to notify parents/guardians of school closings, early dismissals or late starts. It is important that you keep your parent profile up-to-date. Please check the telephone numbers and email addresses listed for your family and your contacts for accuracy by going to the school website at www.kw.k12.mn.us and choosing Infinite Campus. Contact the elementary school secretary Cyndi Sturgis at 507-789-7004 if you do not have a user name and password for Infinite Campus. Information will also be shared with local radio and television outlets.

Long Term Absence

If a parent or guardian’s work schedule is seasonal, or he or she is laid off from employment, a Knights Kids spot may be held for up to two calendar months, with administrative approval (if there is no waiting list). Contact the Knight Kids Coordinator for approval.

ENROLLMENT / REGISTRATION

A minimum of 2 days is preferred to process enrollments. Enrollment is considered complete when the registration fee is paid and all the registration forms are complete and on file at Knights Kids. Parents must inform staff immediately of any changes to address, work, home or cell telephone numbers, employer, emergency contact information or other important information. New paperwork is required from each family at the beginning of the school year. The following items must be submitted before a child is considered enrolled:

- Contract Permission & Release and Health Information Form Information Card Registration Fee
- Immunization Record for those not enrolled in Little Knights Preschool or K-5 in the district.

KNIGHTS KIDS FEES

Service	Fee
Summer Registration fee	New families \$20.00, if received by May 4 Current families \$15.00, if received by May 4 After May 4 fee is \$30.00 for all families.
Summer Daily Fees	Full-time \$28; Part-time \$30; Varied/Drop-in \$35
School Year Registration Fee	\$30.00
Full Day Care	\$28.00 (Drop-In when available \$35.00)
Before School Care	\$5.00 (Drop in \$8.00)
After School Care	\$7.00 until 4:30 p.m. or \$10.00 until 6:00 p.m. (\$12.00 per day for after school Drop-in care)
Inclement Weather Fees	Late Start \$10.00 Early Release \$20.00 Full Day \$25.00

Knights Kids Full Day Care options (for children 33 months to Kindergarten entrance)

OPTION 1: CONTRACTED DAYS WITH \$5 DISCOUNT ON PRESCHOOL DAYS

- Preschool days: \$23.00 per day; → SAVE \$5 on your child's preschool days
- Non-Preschool days: \$28.00 per day

Parent/guardian will be charged the daily rate based upon the contract. Payments are required when a child is not in attendance due to illness or personal reasons. You will not be charged if a staff holiday occurs on your contracted day. Contract will only be changed if a change of contract form is submitted. If you consistently need to add days we will request you change your contract. The contract follows the school calendar.

OPTION 2: FLEXIBLE CALENDAR CONTRACT

During the school year, fill out monthly calendar and turn in by due date listed on the calendar. Once a Calendar is turned in, parent is responsible for payment for the dates indicated on child's calendar.

There will be no refunds for calendar changes or scheduled days missed.

- Full Day Care - \$28.00 (\$5.00 discount on preschool days does **not** apply)
- Drop-in Care \$35.00 per day when space is available. (This applies if you add a day that is not listed on your calendar. \$5.00 discount on preschool days does **not** apply)



ADDITIONAL FINANCIAL PROCEDURES

Billing and Payments

Families will be billed every two weeks and statements will be put in family mail slots onsite. Make payments by check or money order to: Knights Kids. Mail payments to: K-W Community Education, 400 Sixth Street, Kenyon MN 55946 or place them in the payment boxes outside each Knights Kids classroom. Online payments can be made on the schools website, www.kw.k12.mn.us click on online payments and then click on Knights Kids & Learning Center Payments. A \$15.00 late payment fee will be applied to payments not received on time. Please do not leave payments at a Knights Kids site as your payment may not be received in the Community Education office on time. If you have questions about your bill please call K-W Community Education at 507-789-7015/7016.

Calendar Fee

There will be a \$5.00 calendar fee if your calendar is not turned in by the due date listed on the calendar. This does not apply to children that have a Contract Option 1. We need your calendar to plan for staff, activities, field trips, snacks, and prepare invoices for your payment. Once calendar is past the due date, scheduled days that are indicated on the calendar are contracted and will be billed. For calendars that are not on file, attendance may be subject to a Drop In fee.

Field Trips

Parents will be asked to sign a blanket permission slip for trips that are within walking distance of the program. Field trips will be announced in advance, are registered for separately and will be billed to your account. For most field trips, all children and staff go, no one stays behind. Please plan accordingly when filling out your child's calendar. From time to time we may invite special visitors into the program and parents would be notified of this opportunity in advance. SUMMER: Submit payments for field trip fees when field trip registration form is submitted.

Late Pickup Fee

Knights Kids closes at 6:00 p.m.* according to the site clock. Any parent / guardian arriving after the closing time will be assessed a late fee of \$1.00 for every one (1) minutes per child after 6:00 p.m. according to the clock located in the room. This amount will appear on the following billing statement. The late fee was put in place to provide care in an emergency situation only and to discourage routine tardiness. If a child cannot be picked up by 6:00 p.m., the parent/guardian is to notify the site to authorize release of the child to another adult by 6:00 p.m. and thereby prevent a late fee. **You will receive two (2) warnings. If a third notice is received, you will be asked to find alternative care immediately. This means that you must have alternate care plans in place, as your child(ren) will not be allowed to return to the Knights Kids Program. After one (1) full calendar year of absence, a parent/guardian may be considered for re-entry into the program.**

NSF Checks

There will be a \$20 handling fee for checks returned for non-sufficient funds, plus any bank fees and will be collected according to School District procedures.



Past Due Payments

Statements will be issued every 2 weeks and payment is expected by the due date on the statement. Families will be assessed a \$15.00 late fee for payments not received or postmarked by the due date. A past due statement will be issued to families. Full payment must be received to remain in the program. If one payment is missed, service will be discontinued and prepayment may be required for future attendance. Knights Kids is a non-profit, self-supporting organization and needs your prompt payments to meet expenses. Failure to pay your bill will result in your account being turned into collections and care will be discontinued immediately. Remember, Knights Kids operates on the fees you pay for your child.

Search Fee

Knights Kids staff must be notified in the event your child will not be attending on a scheduled day. When a child is not in attendance, the staff must spend time on the phone tracking the child down. In that instance \$5.00 search fee will be billed to you. To report your child's absence, please call:
Kenyon at 507-789-7010 or Wanamingo at 507-789-7018

Swimming

Summer swim days are Monday and Thursday as indicated on the summer calendars and information sheet. Participants must bring the daily fee or have a swim pass at the Wanamingo or Kenyon pool.

ATTENDANCE PROCEDURES

Authorizations

When registering your child for Knights Kids, please name all persons age 13 and over authorized to pick up your child and anyone who is not allowed to pick up your child. In order for us to legally stop a non-custodial parent from taking a child, a copy of the court order must be on file. Please inform the staff in advance, in writing, if someone other than a person authorized to pick up your child will do so.

Emergency Contacts

In addition to parents, please list at least 2 people **within 30 minutes of the school** who can pick your child up in case of emergency. It is very important to keep staff informed about emergency contact changes.

Parental Access

Parents or legal guardians have access to their child or children at any time when in the care of Knights Kids.

Schedule Changes / Absences

Changes to the calendar made after the calendar due date will not be refunded. Field trip registration fees are not refundable after the field trip due date. If your child will be absent from Knights Kids on a scheduled day, please call your site to avoid a search fee. To report your child's absence, please call: **Kenyon at 507-789-7010 or Wanamingo at 507-789-7018**

Sign In / Sign Out

For your child's safety, the parent/adult who brings the child to Knights Kids must sign your child in every morning and out every day. Record the time on the attendance sheet. Please inform all adults who will be responsible for picking up or dropping your child off of this policy. Staff will make every effort to greet parents as they come on site. In the event staff is involved in an activity with the children please alert staff of your presence. Knights Kids does not allow children to walk to or from the site for liability reasons. An adult or guardian, age 13 and over, must accompany all children to and from the Knights Kids site. **Please do not let your child sign in or out.**

ACCIDENT / ILLNESS / MEDICATION / HEALTH and SAFETY PROCEDURES / IMMUNIZATIONS

Accidents

If a child has an injury (head injury, serious cut or abrasion), Knight Kids staff will inform the parents immediately. In the event of a minor injury, parents will be notified at pick up time. If a serious accident occurs, which may need medical attention, the staff will contact the parent immediately so that the child may receive medical treatment. An Accident report will be filed any time it is necessary to call parents.

In an emergency, when immediate attention is needed, the staff will call 911, and then immediately contact the parent and the child's doctor. Appropriate medical action will be decided by the paramedics. If the child needs emergency treatment, it will be at the nearest available medical facility. The parent will be responsible for all medical charges.

Allergies

Any known allergies must be documented with the program and have a description and procedures on file.

Knights Kids will maintain current information about the allergy in the child's record. The child specific information must include:

- Description of the allergy
- Triggers to allergens
- Techniques for avoiding exposure to allergens
- Symptoms if an allergic reaction were to occur (what to watch for)
- How to respond to an allergic reaction (including medications and dosages)
- Doctor's contact information.

Ensure that each staff person who works directly with the child is trained in the allergy information. Documentation that staff were informed must be kept on site. It is required that staff are informed:

- At least annually (prior to the end of month in the subsequent year)
- When changes are made to the child's allergy record.

Keep the child's allergy information available:

- On site at all times

- When on field trips
- During transportation provided by the center
- Where food is prepared and served (for food allergies).

Illness and Policy for exclusion of sick children

A child may not attend Knights Kids with a contagious disease or with any of the following symptoms: fever, vomiting, diarrhea, undiagnosed rash, inflamed or matted eyes, severe cold or sore throat.

- Please notify Knights Kids staff if your child has a confirmed diagnosis of a contagious disease.
- When a child becomes sick, Knights Kids must immediately notify the sick child's parent or legal guardian and arrange for pick up. The child needs to be isolated in order to prevent the spread of illness.
- It is expected that a sick child will be picked up as soon as possible after staff notifies you.
- Isolating a sick child from other children in the program does not mean the child has to be in a separate space. It means the child should not be actively participating in activities with other children while waiting to be picked up.
- The definition of illness (sick) on the Minnesota Department of Health (MDH) website states that an ill/sick child is one who is unable to participate in routine activities or needs more care than can be provided by the childcare/school staff.
- Your child may return to Knight Kids after a 24-hour period of taking antibiotics, a temperature of 99 degrees or lower and normal eating and sleeping patterns.
- Knights Kids will post or give notice to the family of an exposed child the same day the program is notified of a child's contagious reportable disease specified in Minnesota Rules part 4605.7040, or scabies, impetigo, ringworm, or chicken pox. We will send a note home, post a sign or call family if we know they will not receive the notice in a timely manner.

Immunizations

All children in attendance at Knights Kids will be required to have a current immunization record or applicable exemption submitted or on file with KW Schools.

Medication

It is in rare cases that staff will dispense any medication. Please plan accordingly to avoid this situation whenever possible. In order for staff to administer medication to a child, the following is needed:

- Proper Medication Authorization forms (available on-site) must be completed and signed appropriately (by both doctor and parent). Any medication administration is documented on form including child's name, time, date, dosage, and signature of person who administered the medication.
- Medication must be in the original container for both over the counter and prescription medications. Child's name must be on the original label and the medication cannot be expired, all leftover medication will be returned to the parent or destroyed.
- Over the counter medication also requires the Medication Authorization form.

Safety

All staff will be trained in First Aid/CPR. Staff will follow procedure and only release children to people listed on their emergency information form unless notified in writing of an alternate pick-up. Staff will know the location and proper use of a fire extinguisher and how to close off the fire area. In the event of a tornado, staff will gather children and go to the designated safe area. Staff and children will practice safety drills throughout the year including Fire/Tornado/Lock Down/Bomb Threat. All Knights Kids staff are mandated by the Minnesota State Law to report suspected cases of child abuse to authorities. This includes physical, emotional, or sexual abuse as well as neglect.

Emergency Preparedness

- Knights Kids follows the school district's emergency policies. If an accident should occur during Knights Kids, staff will inform families as soon as possible. If immediate attention is needed, 911 will be called and paramedics will be notified of the child's hospital preference. Staff will then contact the parents/guardians or others listed on the child's emergency card.
- Knights Kids must inform the commissioner within 24 hours of:
 - The death of a child in the program
 - Any injury to a child in the program that required treatment by a physician
- Knights Kids must use the Injury/Incident Reporting form on the Certified Center webpage to make a report.
- Knights Kids has written, site specific emergency preparedness plans that use the Child Care Emergency Plan form developed by the commissioner. These plans are available for review upon the request of a child's parent or legal guardian. Knights Kids staff are also trained on their site's emergency plan during orientation and at least once each calendar year. Training is documented in each staff person's file.
- The Emergency Preparedness Plans include the following:
 - Procedures for an evacuation, relocation, shelter-in-place, or lockdown
 - A designated relocation site and evacuation route
 - Procedures for notifying a child's parent or legal guardian of the relocation and reunification with families
 - Accommodations for a child with a disability or a chronic condition
 - Procedures for storing a child's medically necessary medicine that facilitates easy removal during an evacuation or relocation
 - Procedures for continuing operations in the period during and after a crisis
 - Procedures for communicating with local emergency management officials, law enforcement officials, or other appropriate state or local authorities
 - The identification of hazards which include the potential impact this hazard could have on at the site and a plan for continuing operations during and after the emergency
 - Each Knights Kids location also conducts at least one evacuation and one shelter-in-place drill each quarter.

Reporting

Certified centers must comply with the reporting requirements for abuse and neglect specified in [Minnesota Statutes, section 626.556 \(Reporting of Maltreatment of Minors\)](#). A person mandated to report physical or sexual child abuse or neglect occurring within a licensed center must report the information to DHS. See [Maltreatment of minors mandated reporting policy](#) for information on who is mandated to report, where to report, what to report and failure to report.

Certified centers must also inform the commissioner within:

- 24 hours of the death of a child in care at the program
- 24 hours of any injury to a child in the center that requires treatment by a physician. A "serious injury" is defined as an injury to a child that required treatment by a physician (includes dentist). If a child goes to a doctor, but does not require treatment, it would not be considered a serious injury.

Building and Physical Premises

Fire inspection. Prior to being granted certification, a center must provide documentation showing that a fire inspection was completed within the previous three years by the state fire marshal or local fire code inspector trained by the state fire marshal.

Designated indoor and outdoor space. The certified center must maintain a floor plan of the building that shows where the primary indoor and outdoor spaces utilized by the center are located within/near the building.

Free of hazards. The certified center must ensure:

The areas used by children must be kept clean and in good repair.

The furniture or equipment is structurally sound and is appropriate to the age and the size of a child who uses the area. Hazardous items must be kept out of reach. Anything labeled keep out of reach of children should be inaccessible. Locked cabinets or closets are recommended, but not required. Certified centers are required to have an emergency plan (see emergency preparedness and response section below) which has a section on identification of hazards. When creating the policy for ensuring the center is free of hazards, ensure that it does not contradict the information in the written emergency plan.

Disposal of bodily fluids. If an exposure to bodily fluids occurs, the center must disinfect and dispose of any bodily fluids using gloves and in a securely sealed plastic bag.



GENERAL INFORMATION

Meals & Snacks

Knights Kids participants are able to participate in the school food service program on scheduled school days. The school district will work to provide health and safe meal programs and the school environment will promote and protect students' health, well-being and ability to learn by encouraging healthy eating and physical activity. Food service payments may be turned in to Knights Kids staff, with checks made out to K-W Schools and your child's first and last name included on the check. You may send a check to cover meals for a week, a month or more, according to your preference. Online payments can be made on the schools website, www.kw.k12.mn.us click on online payments and then click on Meal Account Deposits. Meal prices are deducted at each meal. Breakfast and lunch are both available. All meals served must meet or exceed standards determined by the U.S. Department of Agriculture. Free and reduced meals are available to qualifying students. A family must meet income guidelines established by the Federal Government. Contact the elementary school secretary Cyndi Sturgis at 507-789-7004 if you do not have a user name and password for Infinite Campus as this will be needed to access meal account.

On non-school days and during the summer, a morning and afternoon snack is provided free of charge through food service. Participants will need to bring their own lunch from home, milk will be provided for lunch. On these days only, a microwave is available for our use. Limit microwave time to heat your child's lunch to under 3 minutes. The school district encourages parents to pack healthy lunches/snacks and refrain from including beverages/foods without nutritional value. Knight Kids will also provide a snack each morning and afternoon and after school for those enrolled in the after school program. If our snack is not enough for your child they may bring an extra snack from home. Families may participate in supplying a snack if they wish. It must be commercially prepared in its original package. Please provide healthy snack and lunch options to encourage healthy eating at school.

Please refer to Meal Charge Policy at the end of this handbook.

Movies and Music

All movies shown or music listened to will be rated 'G' or 'PG'. All must pass approval of staff.

Personal Belongings and Appropriate Dress

We are a recreational program; children need to dress adequately for indoor/outdoor play. Please label all belongings.

- Tennis shoes or athletic shoes for outdoor play, and shoes must be worn in the room.
- An extra set of clothing to be left in the classroom.
- A coat, snow pants, boots, hat and gloves for the winter.
- Sweatshirts for those cool mornings / days.

Self-Care and Hygiene

Knights Kids participants should be able to attend to their own personal hygiene. They must be toilet trained and able to use the bathroom independently. Please bring an extra change of clothing in case of an accident. Children should be able to put on and take off their own jacket, boots and hats. However, there is plenty of help from the staff for zippers, shoelaces and mittens when needed.

Toys and Electronic Devices

Children are strongly discouraged from bringing toys from home (aside from specially arranged sharing days throughout the year). **Electronic devices such as hand held games, cell phones, iPods and iPads are not allowed.** Knights Kids staff will ask children to keep these items in their backpacks. Knights Kids program and staff are not responsible for any lost, damaged or stolen items brought from home. Remember, all toys at school must be non-violent.

Transportation

Children in kindergarten and above may ride the shuttle bus to Kenyon / Wanamingo or ride a rural route bus. They may also ride the after school shuttle for the Knights Kids program in Kenyon or Wanamingo. Children ages 4 enrolled in preschool may ride a rural route or shuttle bus if an older sibling is also on the bus. Field Trip busing is set up to allow preschool-aged children to ride the school bus that has a harness system. It is the parent's responsibility to arrange your child's schedule for shuttle and route busing with the bus company. Please call Held Bus Company at 507-789-6151 for assistance. All transportation is contracted through a transportation service and not provided by Knight Kids.

Weapon Policy

The weapon policy follows the school district guidelines: No student shall possess, use or distribute a weapon when in any school location. A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to: any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks, mace and other propellants; stun guns; ammunition; poisons; chains; arrows; objects that have been modified to serve as a weapon; objects that have the appearance of a weapon. This does not pertain to appropriate work equipment. "Possession" means having a weapon on one's person for use or distribution by a student. The school district and Knights Kids take the position of "Zero Tolerance" in regard to possession of a weapon. Consequence for possessing a weapon is suspension from the program, the number of days to be determined by the severity of the incident. Superintendent determines final course of action.

GUIDANCE PROCEDURES

Behavior Management

The Knights Kids program goal is to promote a positive approach to managing behavior. The staff are committed to provide a positive, safe and enriching atmosphere while meeting the developmental level of each child. All staff and participants are expected to respect each other and to deal with each other in a dignified manner. The staff will strive to implement a positive approach to discipline with learning and positive re-direction. When correcting a child's behavior, staff will explain the reason for the rules the child is asked to follow. Rules will be appropriate for each child's age and stage of development and will consistently be implemented. **As a district we work to be respectful, responsible and safe at all times.**

Expectations

- Knights Kids expects participants to handle toys, supplies and materials with respect. Parents will be asked to replace or pay for damage of property that is a result of careless or destructive play by their child.
- All participants will refrain from intending to hurt others physically or emotionally.
- Physical contact while disciplining a child will be avoided unless necessary to keep a child from harming themselves, another participant or a staff member.

When a child demonstrates consistent inappropriate behavior or needs that go beyond program expectations, staff will intervene. If their efforts don't bring success and the child continues to impact the well-being of other children/staff, a Behavior Incident Notice will be issued and signed by the child, staff and parent/guardian.

First Notice - Warning to alert parents about behavior issues.

Second Notice - A meeting with parent, child and staff will be scheduled to discuss the behavior issues. An action plan will be developed at the meeting to promote the child's success in the program.

Third Notice - One-day "behavior leave of absence" from Knights Kids. The child may return to the program after the 1 day as long as he/she follows appropriate program guidelines.

Fourth Notice - Childcare services are discontinued.

Immediate Exclusion

For the safety and benefit of all children in the program, Knights Kids reserves the right to immediately exclude for five days any child who:

- Abusive language
- Causes or attempts to cause physical injury to self or others
- Causes or attempts to cause destruction of property
- Leaves the designated area with the intent to run away or hide from staff.

Parent(s) will be notified IMMEDIATELY to pick up their child. A meeting will be scheduled between the parent(s), child and staff to discuss the child's behavior and the consequences of the behavior. The child may return to Knight Kids after a 1 day leave of absence provided the child continues to follow the guidelines. *If a child is excluded from school or sent home from a school staff, s/he may not attend Knights Kids.

Unable to Continue Service

Knights Kids strives to meet the needs of all children enrolled, however, occasionally our program is not in the best interest of a child. Children are required to function in an active environment with several options. We are not able to care for a child who is unable or unwilling to follow Knights Kids guidelines (i.e. wandering/running out of designated areas, consistently acting out against staff or other kids, destruction of property, hurting others physically, verbally, or emotionally). Knights Kids must weigh the welfare of the group against the interest of the individual. We are unable to care for a child who demonstrates behavior that can do harm to students, staff or self (i.e. throwing objects at others, striking out with the intent to harm, exploding temper that has potential of causing physical injury) or if behavior is so disruptive that it prevents the accomplishment of overall program goals.

These behavior procedures are intended to maintain a positive environment where children and staff can feel safe, respected, and accepted. To promote success for your child at Knights Kids, please review these procedures with your child before attending.

Termination

A two-week written notice is required for withdrawal from the Knights Kids program or you will be charged for the remaining days on your calendar. A \$15 re-enrollment fee will be charged to re-enroll. Staff reserve the right to terminate any child for which the program does not meet the needs. Staff also reserves the right to dismiss a family from the program because of inappropriate behavior exhibited by a parent or child or verbal or physical abuse/harassment expressed by a parent or child to another participant or staff member. See more information above.

Thank you!

MEAL CHARGE POLICY

534 UNPAID MEAL CHARGES

I. PURPOSE

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district's nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for school meals as well as to maintain the financial integrity of the school nutrition program.

II. PAYMENT OF MEALS

A. All meal purchases are to be prepaid before meal service begins. Families may add funds to the account through the district website <https://kw.revtrak.net> or by cash payment. A student who does not have sufficient funds will not be allowed to charge meals beyond a \$10.00 maximum or select a la carte items until additional money is deposited in the student's account.

B. If the school district receives school lunch aid under Minn. Stat. § 124D.111, it must make lunch available without charge to all participating students who qualify for free or reduced-price meals regardless of account balance. Households may apply for free/reduced meals anytime during the school year. Applications are mailed to all households in the school district prior to the school year and are included in enrollment packets. In addition, applications are available at the Elementary, Secondary School and District Offices.

C. A student with an outstanding meal charge debt will be allowed to purchase a meal if the student pays for the meal when it is received.

D. The school district may provide an alternate meal that meets federal and state requirements to a student who does not have sufficient funds in the student's account or cannot pay cash for a meal. The school district will accommodate special dietary needs with respect to alternate meals. The cost of the alternative meal will be charged to an account reserved for student support.

E. When a student has a negative account balance, the student will not be allowed to charge a snack item.

F. If a parent or guardian chooses to send in one payment that is to be divided between sibling accounts, the parent or guardian must specify how the funds are to be distributed to the students' accounts. Funds may not be transferred between sibling accounts unless written permission is received from the parent or guardian.

III. LOW OR NEGATIVE ACCOUNT BALANCES – NOTIFICATION

A. The school district will make reasonable efforts to notify families when meal account balances are low or fall below zero.

B. The parent/guardian/student will be notified when the household account is at \$10.00 or less. The student may be notified in line that their account is less than \$10.00, and the student may be given a written notice to the parent/guardian to bring home, based upon the age and developmental level of the student.

C. Reminders for payment of outstanding student meal balances will not demean or stigmatize any student participating in the school lunch program.

D. The school principal will be regularly notified by food service of negative balances. The second consecutive day of offering the substitute breakfast or lunch, the building principal or their designee will contact the household and review with them their responsibility to provide meals for their student and to facilitate available options.

E. Assistance from county Social Services may be requested by the school social worker for possible neglect when the above procedures have been unsuccessful.

IV. UNPAID MEAL CHARGES

A. The school district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. Where appropriate, families may be encouraged to apply for free and reduced-price meals for their children.

B. The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Unpaid meal charges are designated as delinquent debt when payment is overdue, the debt is considered collectable, and efforts are being made to collect it.

C. Negative balances of more than \$10.00 not paid prior to the end of the school year, may be turned over to the superintendent or superintendent's designee for collection. Collection options may include, but are not limited to, use of collection agencies, claims in the conciliation court, or any other legal method permitted by law.

D. The school district may not enlist the assistance of non-school district employees, such as volunteers, to engage in debt collection efforts.