

INDEPENDENT SCHOOL DISTRICT 659
REGULAR SCHOOL BOARD MEETING
Monday, August 27, 2018 7:00 PM
Northfield High School, Media Center

AGENDA

- I. Call to Order
- II. Agenda Changes / Table File
- III. Public Comment

This is an opportunity for residents of the Northfield School District to address the Board. You are requested to do so from the podium. After being recognized by the chair, each individual will identify themselves and the group they represent, if any. Please state your reason for addressing the Board. To ensure that all individuals have a chance to speak, speakers will be limited to one three-minute presentation. This is not a time to debate an issue, but for the Board to hear your comments. The Minnesota Government Data Practices Act prohibits comment about specific student matters, even without naming the student, in open session. This includes the public comment portion of our meeting. The Board respects and values input on student matters, but when it relates to a specific student or to a specific student matter, such input must be heard by the appropriate personnel - such as the building principal or superintendent - and not during an open meeting of the School Board.
- IV. Announcements and Recognitions
- V. Items for Discussion and Reports
 - A. Sibley Elementary Continuous Improvement Plan Presentation
 - B. Middle School Continuous Improvement Plan Presentation
 - C. Superintendent's 2018-2019 Goals
- VI. Committee Reports
- VII. Consent Agenda
 - A. Approval of Minutes
 - B. Personnel Items
- VIII. Superintendent's Report
 - A. Items for Individual Action
 - 1. Preschool/Early Ventures/Kid Ventures Handbooks for 2018-2019
 - 2. 2018-2019 Minimum Prices for Adults and Other Nonprogram Meals
- IX. Items for Information
 - A. Filing for School Board closed on Tuesday, August 14, 2018.
 - B. Bond Referendum Update
- X. Future Meetings
 - A. Monday, September 10, 2018, 7:00 PM, Regular Board Meeting, NHS Media Center
 - B. Monday, September 24, 2018, 7:00 PM, Regular Board Meeting, NHS Media Center
 - C. Monday, October 8, 2018, 7:00 PM, Regular Board Meeting, NHS Media Center
- XI. Adjournment

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IV. Announcements and Recognitions

V. Items for Discussion and Reports

A. Sibley Continuous School Improvement Plan Presentation

Sibley Principal Scott Sannes will present the continuous school improvement plan to the Board. The presentation will include a progress report on the goals set for the 2017-2018 school year as well as new goals set for the 2018-2019 school year.

B. Middle School Continuous School Improvement Plan Presentation

Middle School Principal Greg Gelineau will present the continuous school improvement plan to the Board. The presentation will include a progress report on the goals set for the 2017-2018 school year as well as new goals set for the 2018-2019 school year.

C. Superintendent's 2018-2019 Goals

Superintendent Hillmann will share a draft of his proposed goals for 2018-2019.

VI. Committee Reports

VII. Consent Agenda

A. Minutes

The Board is asked to approve the Minutes of the August 13, 2018 Regular School Board meeting.

B. Personnel Items

a) Appointments

- 1) Chrissy Alexander, Gen Ed EA for 4.5 hours/day at Greenvale Park, beginning 8/27/2018; Gen Ed, Step 1-\$15.03/hr.

- 2) Cash Alladin, .6 FTE Business Education Teacher at the High School, beginning 08/27/2018; BA, Step 1
 - 3) Stephanie Ennis, 1.0 FTE Long Term Substitute Grade 1 Teacher at Greenvale Park, beginning on or about 10/25/2018-2/1/2019; MA, Step 2
 - 4) Johnna Harmer, KidVentures Site Assistant for up to 15 hours/wk at Greenvale Park, beginning 08/27/2018; Step 3-\$13.56/hr.
 - 5) Rebekah Hedberg, KidVentures Site Assistant for 8.5 hours/wk at Bridgewater, beginning 08/27/2018; Step 1-\$12.88/hr.
 - 6) Lucinda Huschle, Long Term Substitute Special Ed EA-PCA for 6.75 hours/day at the High School, beginning 08/27/2018-06/07/2019; Spec Ed, Step 4-\$16.76/hr.
 - 7) Kristin Johnson, 1.0 FTE Instructional Coach-Behavior at Greenvale Park, beginning 08/27/2018-6/07/2019; MA, Step 4.
 - 8) Jacqueline McNeil, Sign Language Interpreter for 6.75 hours/day with the District, beginning 8/27/2018; Level B, \$21.77/hr.
 - 9) Rebecca Meyer, Spec Ed EA-PCA for 6.75 hours/day at the High School, beginning 08/27/2018; Spec Ed, Step 1-\$15.62/hr.
 - 10) Caitlin Robertson, 1.0 FTE 6th Grade Teacher at the Middle School, beginning 08/27/2018-06/07/2019; MA, Step 5.
 - 11) Jessica Van Zuilen, Spec Ed EA-PCA for 6.75 hours/day at the High School, beginning 8/27/2018; Spec Ed, Step 1-\$15.62/hr.
- b) Increase/Decrease/Change in Assignment
1. CORRECTION: Sean DuBe, 1.0 FTE English/Language Arts Teacher at the High School, change from MA, Step 7 to MA+15, Step 7
 2. CORRECTION: Lydia Gross, 1.0 FTE Early Childhood Special Education Teacher at Longfellow, change from BA+30, Step 1 to BA+45, Step 1
 3. CORRECTION: Jeff Wright, Assistant Boys Lacrosse Coach at the High School, change from Level D, Step 3 to Level D, Step 5
 4. Danielle Amundson, Teacher at Greenvale Park, add Compañeros Mentor at Greenvale Park, effective 08/27/2018-06/07/2019; \$750 Stipend
 5. Stephanie Balma, Early Ventures Teacher for 26 hours/wk at Longfellow, change to Early Ventures Teacher for 40 hours/wk at Longfellow, effective 08/27/2018-06/12/2019.
 6. Paula Baragary, Teacher at Sibley, add Teacher Mentor at Sibley, effective 08/27/2018-06/07/2019; \$750 Stipend
 7. Trisha Beacom, Early Ventures Teacher for 30 hours/wk at Longfellow, change to Early Ventures Teacher for 40 hours/wk at Longfellow, effective 08/27/2018-06/12/2019.
 8. Courtney Beumer, Early Ventures Teacher for 25.5 hours/wk at Longfellow, change to Early Ventures Teacher for 38 hours/wk at Longfellow, effective 08/27/2018-06/12/2019.
 9. Haanah Braun, Early Ventures Site Assistant for 18 hours/wk at Longfellow, change to Early Ventures Site Assistant for 38.75 hours/wk at Longfellow, effective 08/27/2018-06/12/2019.
 10. Stephani Carlson, Special Ed Teacher at Greenvale Park, add Spec Ed Teacher Mentor at Greenvale Park, effective 08/27/2018-06/07/2019; 50% Stipend \$375
 11. Anita Corwin, Early Ventures Site Assistant for 23.5 hours/wk at Longfellow, change to Early Ventures Site Assistant for 40 hours/wk at Longfellow, effective 08/27/2018-06/12/2019.
 12. Matthew Crase, Spec Ed EA at the Middle School, add Student Support for WEB at the Middle School, effective 08/30/2018-06/04/2019.
 13. Natalie Czech, Special Ed Teacher at Bridgewater, add Special Ed Teacher Mentor at Bridgewater, effective 08/27/2018-06/07/2019. Stipend \$750
 14. Stephanie Ennis, Full-time Substitute with the District, change to 1.0 FTE Long Term Substitute Kindergarten Teacher at Bridgewater, effective 08/27/2018-10/24/2018. MA, Step 2
 15. Jan Ensrud, Teacher at the Middle School, add Teacher Mentor at the Middle School, effective 08/27/2018-06/07/2019. Stipend \$750
 16. Julie Erickson, Early Ventures Teacher for 38 hours/wk at Longfellow, change to Early Ventures Teacher for 40 hours/wk at Longfellow, effective 08/27/2018-06/12/2019.
 17. Debbie Foley, Early Ventures Assistant Teacher for 28.75 hours/wk at Longfellow, change to Early Ventures Assistant Teacher for 30 hours/wk at Longfellow, effective 08/27/2018-06/12/2019.
 18. Michelle Gaertner, Special Ed Teacher at the Middle School, add Spec Ed Teacher Mentor at the Middle School, effective 08/27/2018-06/07/2019; Stipend \$750
 19. Sara Gerdesmeier, Early Ventures Site Assistant for 20 hours/wk at Longfellow, change to Early Ventures Site Assistant for 32.5 hours/wk at Longfellow, effective 08/27/2018-06/12/2019.

20. Paige Haley, Long Term Substitute Kindergarten Teacher at Bridgewater, change to 1.0 FTE Kindergarten Teacher at Bridgewater, effective 08/27/2018-06/07/2019.
21. Kaci Henry, Early Ventures Teacher for 28.75 hours/wk at Longfellow, change to Early Ventures Teacher for 40 hours/wk at Longfellow, effective 08/27/2018-06/12/2019.
22. Melissa Kaderlik, Spec Ed EA-PCA for 6.75 hours/day at Step 1-\$15.62/hr. at Sibley, change Spec Ed EA-PCA for 6.75 hours/day at Step 3-\$16.30/hr. at Sibley, effective 08/27/2018.
23. Anna Kelly, Media Center EA at Greenvale Park, add Community School Club Leader at Greenvale Park, effective 09/04/2018-06/07/2019; \$21.01/hr.
24. Gail Kohl, Teacher at Bridgewater, add Teacher Mentor at Bridgewater, effective 08/27/2018-06/07/2019; Stipend \$750
25. Dan Kust, 1.0 FTE 6th Grade Teacher at the Middle School, and an overload for the 2018-19 school year, effective 09/04/2018-06/07/2019.
26. Elizabeth Larson, Teacher at Bridgewater, add Companeros Mentor at Bridgewater, effective 08/27/2018-06/07/2019; Stipend \$750
27. Mary Magnuson, Special Ed Teacher at the High School, add Spec Ed Teacher Mentor at the High School, effective 08/27/2018-06/07/2019; Stipend \$750
28. Carol Nick, Early Ventures Teacher for 20 hours/wk at Longfellow, change to Early Ventures Teacher for 35 hours/wk at Longfellow, effective 08/27/2018-06/12/2019.
29. April Ostermann, Teacher at Sibley, add Compañeros Mentor at Sibley, effective 08/27/2018-06/07/2019; \$750 Stipend
30. Kelli Otting, Special Ed Teacher at Sibley, add Spec Ed Teacher Mentor at Sibley, effective 08/27/2018-06/07/2019; Stipend \$750
31. Caitlin Robertson, 1.0 FTE 6th Grade Teacher at the Middle School, change to .8 FTE 6th Grade Teacher and will have 50 minutes/day for supervision, effective 08/27/2018.
32. Kathy Roth, Early Ventures Teacher for 39.75 hours/wk at Longfellow, change to Early Ventures Teacher for 39.75 hours/wk at Longfellow, effective 08/27/2018-06/12/2019.
33. Bobbi Schmidtke, Early Ventures Site Leader for 30 hours/wk at Longfellow, change to Early Ventures Site Leader for 40 hours/wk at Longfellow, effective 08/27/2018-06/12/2019.
34. Katie Schuman, Early Ventures Teacher for 30 hours/wk at Longfellow, change to Early Ventures Teacher for 40 hours/wk at Longfellow, effective 08/27/2018-06/12/2019.
35. Andrea Stowe, Early Ventures Teacher for 39.75 hours/wk at Longfellow, change to Early Ventures Teacher for 34.75 hours/wk at Longfellow, effective 08/27/2018-06/12/2019.
36. Sarah Swan McDonald, Teacher at the High School, add Teacher Mentor at the High School, effective 08/27/2018-06/07/2019; \$750 Stipend
37. Diane Wiese, Special Ed Teacher at Greenvale Park, add Spec Ed Teacher Mentor at Greenvale Park, effective 08/27/2018-06/07/2019; 50% Stipend \$375
38. Kari Winter, Teacher at Longfellow, add Special Ed Teacher Mentor at Longfellow, effective 08/27/2018-06/07/2019; Stipend \$750
39. Sarah Woodcock, Early Ventures Teacher for 35.5 hours/wk at Longfellow, change to Early Ventures Teacher for 38.5 hours/wk at Longfellow, effective 08/27/2018-06/12/2019.
40. Brent Yule, Phy Ed Teacher at Greenvale Park, add Assistant Football Coach at the High School, effective 08/17/2018; 20% Stipend Level E, Step 1.
41. Sari Zach, Teacher at Greenvale Park, add Teacher Mentor at Greenvale Park, effective 08/27/2018-06/07/2019; \$750 Stipend.

c) Leave of Absence

1. Danielle Crase, Special Ed Teacher at the High School, Family/Medical Childcare Leave, effective on or about 12/05/2018 for 8 work weeks.
2. Matthew Crase, Special Ed EA-PCA at the Middle School, Family/Medical Childcare Leave, effective on or about 12/05/2018 for 2 work weeks.
3. Angela Kruse, Speech and Language Pathologist at Greenvale Park, Family/Medical Leave of Absence, effective on 08/27/2018-09/3/2018.
4. Lori Warner, Occupational Therapist at Longfellow, Family/Medical Leave of Absence, effective 08/27/2018-09/14/2018 and may need further leave on an intermittent/reduced schedule.

d) Retirements/Resignations/Terminations

1. Samantha Anderson, Enrichment and Project A.B.L.E Coordinator with Community Services, resignation effective 09/05/2018.
2. Timothy Biegert, Industrial Tech Teacher at the High School, retirement effective 01/25/2019.
3. Kristi Hayes, Spec Ed EA-PCA at Longfellow, resignation effective 08/10/2018.
4. Rachael Langer, Teacher at the Middle School, resignation effective 08/16/2018.

5. Jake Mathison, 8th Grade Football Coach at the Middle School, resignation effective 08/15/2018.
6. Caitlin Robertson, Early Childhood Teacher at Hand in Hand Preschool, resignation effective 08/25/2018 in order to accept a new position with the district.
7. Jessica Wedel, Gen Ed EA at Greenvale Park, resignation effective 08/01/2018.

** Conditional offers of employment are subject to successful completion of a criminal background check and Prewrite screening (if applicable)*

VIII. Superintendent's Report

A. Items for Individual Action

1. Preschool/Early Ventures/Kid Ventures Handbooks for 2018-2019.

The Preschool/Early Ventures/Kid Ventures Handbooks for the 2018-2019 school year are ready for School Board consideration. Once the School Board approves these handbooks, they carry the force of School Board policy. A copy of the current Preschool Handbook is available on the District's website at <http://northfieldschools.org/about/handbooks/>.

Superintendent's Recommendation: Motion to approve the Preschool, Early Ventures, and Kid Ventures Handbooks for the 2018-2019 school year.

2. 2018-2019 Minimum Prices for Adults and Other Nonprogram Meals.

The Minnesota Department of Education has revised the 2018-2019 minimum prices for adults and other nonprogram meals. Nonprogram meals, including meals served to adults and second meals served to students, may not be subsidized by the school food service account. Meal charges must be set high enough to cover meal costs. The minimum meal prices are based on the current amount of federal reimbursements received for free school meals, rounded up to the nearest five cents. Minimum meal prices for the 2018-2019 school year must be \$1.80 for breakfast and \$3.75 for lunch (includes value of USDA Foods). The current price of an adult lunch meal is \$3.70.

Superintendent's Recommendation: Motion to approve a \$.05 increase to the adult lunch meal price to comply with the minimum price required by the Minnesota Department of Education. The new price of an adult lunch meal will be \$3.75.

IX. Items for Information

- A. Filing for School Board closed on Tuesday, August 14. Jeff Quinnell, Julie Pritchard, and Tom Baraniak have filed for School Board. The election for three seats will occur on Tuesday, November 6, 2018.
- B. Bond Referendum Update. Dr. Hillmann will provide an update on preparations for the November 6, 2018 referendum.

X. Future Meetings

- A. Monday, September 10, 2018, 7:00 PM, Regular Board Meeting, NHS Media Center
- B. Monday, September 24, 2018, 7:00 PM, Regular Board Meeting, NHS Media Center
- C. Monday, October 8, 2018, 7:00 PM, Regular Board Meeting, NHS Media Center

XI. Adjournment

Purpose

The purpose of the school improvement planning process is to establish a clear set of shared goals, aligned with the District's strategic plan, that inspire action and align efforts for student growth and achievement.

2017-18 School Improvement Plan Goals Review and Key Reflections

Goal	Results
Kindergarten - We will increase our students' ability to hear and record sounds in CVC words so that 85% will demonstrate proficiency (54/ 60-90%) as measured in the CVC Word Stretch Assessment by May of 2018.	88% of our students displayed mastery on the CVC Word Stretch assessment. Additionally, we moved from 24% of students scoring in the top bracket (48-60) in November to 93% of students scoring in the top bracket. We also decreased the students in the lowest bracket (0-15) from 38% in November to 2% in May.
First Grade - We will increase scores on the DIBELS Computation Assessment of first grade students at Sibley so that 75% will demonstrate a score of 15 as measured by the DIBELS Computation Assessment by May of 2018. Also, 85% of all first grade students at Sibley will make 10 or more points of growth from their fall to spring scores of the DIBELS math computation assessment when administered in May 2018.	87% of Sibley first grade students met the spring benchmark goal of 15. In addition, 88% of students showed a growth of 10 or more points on their Math MAP.
Second Grade - We will increase math skills of all second graders so that 75% will meet or exceed their personal growth goal as measured by the spring Math MAP test in May 2017.	55% of Sibley 2nd graders met or exceeded their personal growth goal as measured by the spring math MAP test. Another 30% were within 3 points of meeting their goals. Of those not meeting their growth goal, 19% had an initial MAP above the year-end target of 192 in September.
Third Grade - 80% of students will receive 80% or higher on unit math tests.	Yes, we have partially met our SMART goal.
Fourth Grade - We will increase phonological awareness, phonics, structural analysis, fluency, vocabulary, and comprehension of fourth graders so that 100% of students will demonstrate growth each month as measured by Lexia predictor percentages by May 2018.	We measured growth each month for all students participating in Lexia. Our largest growth numbers were taken in March with 42% of our students showing growth. On average for the year, 32% of students showed growth each month.
Fifth Grade - 80% of fifth grade students will score 80% or higher on unit math assessments.	Yes, we have partially met our SMART goal.
Building - All students will demonstrate at least one year's growth in reading fluency and comprehension.	In the fall, 58% of Sibley students in Grades 1-5 were at or above grade level in Oral Reading Fluency. In the Spring of 2018, 71% of Sibley students in Grades 1-5. were at or above

	grade level in Oral Reading Fluency.
Building - All students will demonstrate at least one year's growth in math.	<p>Grade 1: MAP Fall to Spring students who met target score: 68%</p> <p>Grade 2: MAP Fall to Spring students who met target score: 43%</p> <p>Because we no longer administer a Spring MAP in Grades 3-5, it is difficult to accurately measure a year's growth using a standardized assessment. We know we exceed the predicted proficiency rate in all three grade levels based on our Fall MAP predictor of MCA performance by roughly 10%. We have adjusted the 2018-19 goals moving forward.</p>
Building - To improve student behaviors with the implementation of best practices, staff will engage in the 4:1 Praise to Reprimand Ratio as measured by classroom observation.	During random classroom visits throughout the school year, the Praise to Reprimand Ratio averaged 3:1.

Key reflections: The PLC SMART goals at each grade level were stretch goals and based on prior MCA results, data gathered at Ready Set Go! Day in 2017 or the first few weeks of school. Key reflections in these areas indicate PLC teams were laser-focused on their goals and student achievement was raised because of their efforts. We have some big MCA "wins" that we can report after August 30th. The Move 5 literacy effort in third grade had a positive impact and provided those teachers with some additional funding for reading support and creative and innovative instruction.

2018-19 School Improvement Plan Goals, Strategies, and Evaluation

SMART Goal	Strategies	Evaluation
<p>Reading</p> <p>Kindergarten: The percentage of students identifying 100% of tested letter sounds by the end of the year will be 90% or higher.</p> <p>Grades 1: The percentage of students meeting their student growth target from Fall to Spring will meet or exceed 70%.</p> <p>Grade 2: The percentage of students meeting their student growth target from Fall to Spring will meet or exceed 60%.</p> <p>Grades 3, 4 & 5: The percentage of students demonstrating proficiency on the 2019 MCA Reading test will exceed the MAP to MCA projected proficiency score by 10% or more.</p> <p><i>Strategic Plan Alignment: "Robust core subject instruction" and "Equitable opportunities and support for all career and college paths."</i></p>	<ul style="list-style-type: none"> ● Implementation of Collaborative Literacy ● IDR Conferencing ● Embedded Professional Development ● Reading Corps Tutoring 	<ul style="list-style-type: none"> ● Letter Sound Assessment ● NWEA MAP ● MCA Reading ● IDR Conference Notes

<p>Math</p> <p>Kindergarten: 90% of students will identify numbers correctly up to 100 by the Spring of 2019.</p> <p>Grades 1-5: 80% of students will score 80% or higher on the six selected Everyday Math unit tests.</p> <p><i>Strategic Plan Alignment: 'Robust core subject instruction' and Equitable opportunities and support for all career and college paths."</i></p>	<ul style="list-style-type: none"> ● Fully Implemented EM4 Essentials ● Develop a focused strategy for computation practice ● Math Corps Tutoring 	<ul style="list-style-type: none"> ● Kindergarten Assessment ● EM4 Unit Tests ● MAP Math
<p>Behavior</p> <p>To improve student behaviors with the implementation of best practices, 85% staff will engage in the 4:1 Praise to Reprimand Ratio as measured by classroom observation.</p> <p><i>Strategic Plan Alignment: "Building and fostering relationships – commitment to social/emotional health for all" and "Equitable opportunities and support for all career and college paths."</i></p>	<ul style="list-style-type: none"> ● Conduct all-school meetings implementing/or modeled in Responsive Classroom and support SEL curriculum ● Implement/Review school-wide lunchroom expectations & routines – grade level visits ● Conduct weekly student support team meetings addressing concerns in math, reading & behaviors ● Teach self-regulation groups including students identified by classroom teachers ● SEL curriculum ● Review 4:1 Behavior Specific Praise with all staff 	<ul style="list-style-type: none"> ● Classroom observation data collection

Summary

We are excited about the implementation of Collaborative Classroom. We will continue to build on the strategies tied to the SEL curriculum in conjunction with Responsive Classroom, which has been a part of the Sibley fiber for over a decade. We are encouraged by the preliminary MCA scores from 2018 and will continue to strive to make gains. We will also continue to address both Reading and Mathematics goals with vigor.

Sibley Elementary School

2018-19 School Improvement Plan Report
August 27, 2018

Continuous Improvement



- Sibley Elementary focuses all practices on students and their continuous improvement academically and socially.
- We strive to work with families and the community to support all aspects of each and every student.
- We have worked hard at developing a growth mindset with both students and staff.
- Literacy, Math and Social-Emotional Professional Development is occurring each month during Sibley staff meetings.

2017-18 SIP Goals Review

- All six grade levels have partially met or completely met mid-year and end of year SMART goals.
- We have reviewed the preliminary MCA data and we have some big wins.
- Teachers have received training and have made progress with our climate goal.



Key reflections from 2017-18 SIP



- The PLC SMART goals at each grade level were stretch goals and based on prior MCA data, data gathered at RSG Day in 2017 or the first few weeks of school.
- PLC teams were laser focused on their goals and student achievement was raised because of their efforts.
- The Move 5 literacy effort in grade three had a positive impact and provided 3rd grade teachers with some additional funding for reading support and creative and innovative instruction.
- Supplementation and rearranging of 5th grade lessons proved to be a winning combination in Math.
- The Second Step curriculum was implemented successfully and character traits were taught.

2018-19 School Improvement Plan Academic Goals

Reading

Kindergarten: The percentage of students identifying 100% of tested letter sounds by the end of the year will be 90% or higher.

Grade 1: The percentage of students meeting their student growth target from Fall to Spring will meet or exceed 70%.

Grade 2: The percentage of students meeting their student growth target from Fall to Spring will meet or exceed 60%.

Grades 3, 4 & 5: The percentage of students demonstrating proficiency on the 2019 MCA Reading test will exceed the MAP to MCA projected proficiency score by 10% or more.

2018-19 School Improvement Plan Goals Cont.

Math

Kindergarten: 90% of students will identify numbers correctly up to 100 by spring of 2019.

Grades 1-5: 80% of students will score 80% or higher on the six selected Everyday Math unit tests.

Behavior

To improve student behaviors with implementation of best practices, 85% of staff will engage in the 4:1 Praise to Reprimand Ratio as measured by classroom observation.

Questions and Discussion



The purpose of the school improvement planning process is to establish a clear set of shared goals, aligned with the District's strategic plan, that inspire action and align efforts for student growth and achievement.

2017-18 School Improvement Plan Goals Review and Key Reflections

Goal	Results
Northfield Middle School will have an increase of 5% of all students in grades 6, 7, and 8 who show positive growth on their State MCA Reading and Math Test during the 2017-18 school year.	<ul style="list-style-type: none"> • MCA data is embargoed until August 30. • I can tell you that we made some significant progress again this year. • We have also found three populations to take a closer look at (8th Grade GAP, EL and Special Ed. in both Math and Reading)
Northfield Middle School will decrease the achievement gap for our FRP students by 5% in math and reading in grades 6, 7, and 8, as measured by MCA data.	<ul style="list-style-type: none"> • The gap remained the same or decreased in math and reading for grades 6 and 7. Grade 8 proficiency went up for both FRP and non-FRP, but the gap still grew.
Northfield Middle School will sponsor at least one student activity a quarter that will help in building a sense of community, as measured by our PRIDE Survey administered annually in the Spring.	<ul style="list-style-type: none"> • WEB Events, School Dances, Mental Health Awareness Month, CTE Day, Grade 6 Gender Meetings, Courage Retreat and Fun Fest. • 85% of students feel connected to NMS and 85% feel NMS has school spirit (Student Connectedness survey).
Northfield Middle School will look to increase the number of students and families who feel the transitions between grades were a positive and helpful experience by 3% each of the next three years. 2017-18 will be a baseline year for the middle school.	<ul style="list-style-type: none"> • 83% of families felt their student had a smooth transition, 83% of families felt their students were well prepared (Fall 2017 Parent survey).

Key reflections: I am extremely pleased with the middle school's progress towards our goals. I have seen many of our staff begin the transition to a data decision-making model as a way to do business and I am looking at making this part of the middle school culture for all areas. In doing this, we will naturally evaluate curriculum and resources to assure we are staying current and supporting our student's growth journey to the highest level.

As a staff, we began the discussion about how we can better prepare students for the transition between grade levels. We conducted two work sessions and identified key components such as common vocabulary, consistent methods of posting information in Schoology, and changing the Spring conference format. In addition, we will continue to schedule events that build community and school spirit.

Finally, we will continue working on teaching students about PRIDE and modeling for students and families what this looks like. Through many surveys, phone calls, e-mails and personal conversations that families have had with staff members and myself, it is clear that this program is making a difference in our students and the middle school culture.

2018-19 School Improvement Plan Goals, Strategies, and Evaluation

SMART Goal	Strategies	Evaluation
Northfield Middle School will have an increase of 5% of all students in grades 6, 7, and 8 who show positive growth on their State MCA reading and math test during the 2017-18 school year. <i>Strategic Plan Alignment: "Robust Core Instruction" and "Equitable opportunities and support for all career and college paths."</i>	<ul style="list-style-type: none"> • All sixth grade students will utilize reading plus. • 8th grade has a new curriculum for Algebra A and AA • Will work with Elective and PE teachers to get them connected to building goals 	<ul style="list-style-type: none"> • MCA & MAP data • Reading Plus data
Northfield Middle School will decrease the achievement gap for our FRP students by 5% in math and Reading in grades 6, 7, and 8, as measured by MCA data. <i>Strategic Plan Alignment: "Robust Core Instruction" and "Equitable opportunities and support for all career and college paths."</i>	<ul style="list-style-type: none"> • Continue with web-based resources in Math and Reading. • Continue with MTSS classes • Work with EL and Special Education to look at their data and make a plan to try something new. 	<ul style="list-style-type: none"> • MCA data • Online resource data • PLC data from EL and Special Education
Northfield Middle School will sponsor at least one student activity a quarter that will help in building a sense of community, as measured by our PRIDE Survey administered annually in the Spring. <i>Strategic Plan Alignment: "Building and fostering relationships – commitment to social/emotional health for all."</i>	<ul style="list-style-type: none"> • Continue to map out the year's activities and look to add new events. 	<ul style="list-style-type: none"> • Spring student survey
Northfield Middle School will increase the number of students and families who feel the transitions between grades were a positive and helpful experience by 3% each of the next three years. <i>Strategic Plan Alignment: "Building and fostering relationships – commitment to social/emotional health for all."</i>	<ul style="list-style-type: none"> • Middle School staff will continue to look at ways to improve the transition between grades (started this discussion in 2017-18) • Middle School Staff will be looking at the possibility of a building wide Flex program. 	<ul style="list-style-type: none"> • Fall parent survey

Summary

Northfield Middle School is in a good place and the past few years of data support this. After years of relatively flat data, we have now started to move the needle in a positive direction on many levels. The dedication and willingness to try new things, make decisions

based on what the data tells us, and keeping a growth mindset have been keys to this movement, and I will be continuing to challenge/push areas to take a leap of faith and look to do even more.

We are, however, approaching some important challenges with respect to our increasing enrollment. With student enrollment hovering around the 1,000 mark, both space and class size will continue to be something we need to have a conversation about with the goal of exploring some possible long-term solutions.

The culture of NMS PRIDE has been a huge success at the middle school and is spreading across the district. We still have room to grow and a reboot every few years will keep PRIDE as a way of life for our students, parents, and staff. In my professional opinion, this has had the largest positive effect on students, parents, and staff that I have seen in my twenty years in Northfield.

It is a privilege to work for Northfield Public Schools, and I am thankful for your continued trust in my leadership.

Northfield Middle School

**2018-19 School Improvement Plan Report
August 27, 2018**

Reflection



**Reflecting on what
has happened in the
past is how we make
progress for the
future.**

2017-18 SIP Goals Review

Achievement Goals

1. Northfield Middle School will have an increase of 5% of all students in grades 6, 7, and 8 who show positive growth on their State MCA Reading and Math Test during the 2017-18 school year.
2. Northfield Middle School will decrease the achievement gap with our FRP students by 5% in Math and Reading in grades 6, 7, and 8, as measured by MCA data.

***MCA data is embargoed until August 30.**

***I can tell you that we made some significant progress again this year.**

***We have also found two populations to take a closer look at (EL and Special Ed).**

2017-18 SIP Goals Review

Climate Goals

1. Northfield Middle School will sponsor at least one student activity a quarter that will help in building a sense of community, as measured by our PRIDE Survey given in the Spring of each year.

2. Northfield Middle School will increase the number of students and families who feel the transitions between grades were a positive and helpful experience by 3% each of the next three years. 2017-18 will be a baseline year for the middle school.

***WEB Events, School Dances, Mental Health Awareness Month, CTE Day, Grade 6 Gender Meetings, Courage Retreat and Fun Fest.**

83% of families felt their student had a smooth transition, 83% of families felt their students were well prepared.

85% of students feel connected to NMS and 85% feel NMS has school spirit.

Key reflections from 2017-18 SIP



- Reading Plus is making a difference
- Students and families like being at NMS
- Our student population is changing
- Need to continue to ask the question, “What is next?”

2018-19 School Improvement Plan Goals

Achievement Goals

1. Northfield Middle School will have an increase of 5% of all students in grades 6, 7, and 8 who show positive growth on their MCA reading and math test during the 2018-19 school year.
2. Northfield Middle School will decrease the achievement gap with our FRP students by 5% in math and reading in grades 6, 7, and 8, as measured by MCA data.

Climate Goals

1. Northfield Middle School will sponsor at least one student activity a quarter that will help in building a sense of community, as measured by our annual PRIDE Survey given in the Spring.
2. Northfield Middle School will increase the number of students and families who feel the transitions between grades were a positive and helpful experience by 3% each of the next 3 years. 2017-18 will be a baseline year for the middle school.

2018-19 Strategies and Assessments

Strategies

- All 6th grade students will utilize Reading Plus
- Work with subjects not tested by MCAs to connect them to building student achievement goals
- Analyze data and plan for possible changes in EL and Special Education Instruction
- Energize PRIDE program and have staff recommit
- Look at adjusting the school day to implement a building wide flex program

2018-19 Strategies and Assessments

Assessments

MCA & MAP data

Parent feedback survey

Student climate survey

Teacher reflection



Questions?

TO: Julie Pritchard, Chairperson
Northfield School District Board of Education

FROM: Superintendent Matthew J. Hillmann, Ed.D.

DATE: August 21, 2018

RE: Proposed Superintendent's Goals 2018-19 (Draft)

As part of the updated Superintendent's Evaluation process, please consider the following proposed goals for the 2018-19 school year:

1. The District will complete all required components to administer the District's bond referendum on November 6, 2018.
2. The District will implement a consistent literacy curriculum (Collaborative Classroom) as evidenced by the district-wide collection of selected curriculum-based assessments and two teacher satisfaction surveys. The Superintendent will draft a reflection for the Board based on the data.
3. The District will emphasize continued successful implementation of the Second Step curriculum as evidenced by the district-wide collection of the *Social, Academic, and Emotional Behavior Risk Screener* (SAEBRS) in Grades K-4, the Second Step curriculum-based screener for Grades 5-8, and two teacher satisfaction surveys. The Superintendent will draft a reflection for the Board based on the data.
4. Improve use of stakeholder feedback through implementation of Studer Education-developed District Support Services, Parent Satisfaction, and Employee Engagement surveys and reporting the results to the corresponding stakeholder groups and the Board of Education by March 30, 2018

These targets are set recognizing there will be additional work towards the District's realization of its strategic plan, near-term, and ongoing priorities.

NORTHFIELD PUBLIC SCHOOLS

School Board Minutes

August 13, 2018

Northfield High School Media Center

- I. Call to Order
Board Chair Julie Pritchard called the Regular meeting of the Northfield Board of Education of Independent School District 659 to order at 7:00 p.m. Present: Goerwitz, Hardy, Stratmoen, Quinnell, Colangelo, Iverson and Pritchard.
- II. Agenda Changes / Table File
Table File items were added.
- III. Public Comment
Chris Kennelly, representing Canon River Civic Center and Ice Arena, addressed the Board and expressed support for the potential school district bond referendum.
- IV. Announcements and Recognitions
 - Congratulations to Stephany Stromme, Director of Child Nutrition Services and the Child Nutrition Service Staff. The Minnesota Department of Education conducted its annual review of the District's Summer Food Service Program, and no sponsor findings were identified and there are no corrective or fiscal actions required.
 - Forty-six incoming seventh grade students had a successful trip to Eagle Bluff, July 23-25, 2018. The Northfield students received two awards.
 - Thank you to the administrators, staff, and board members for participating in Northfield Chamber Crazy Daze on July 27th, and to Nancy Antoine, Sam Richardson and MaryGrace Hanson who participated in Night to Unite with Dr. Hillmann on August 7th.
- V. Items for Discussion and Reports
 - A. Greenvale Continuous School Improvement Plan Presentation
Greenvale Principal Sam Richardson presented the continuous school improvement plan to the Board. The presentation included a progress report on the goals set for the 2017-2018 school year as well as new goals set for the 2018-2019 school year.
 - B. Bridgewater Continuous School Improvement Plan Presentation
Bridgewater Principal Nancy Antoine presented the continuous school improvement plan to the Board. The presentation included a progress report on the goals set for the 2017-2018 school year as well as new goals set for the 2018-2019 school year.
 - C. Proposed Preschool/Early Ventures/Kid Ventures Handbooks for 2018-2019
Superintendent Hillmann provided an overview of the Preschool, Early Ventures, and Kid Ventures Handbooks for the 2018-2019 school year. Approval of the handbooks will be an action item for the next Board meeting.
- VI. Consent Agenda
On a motion by Iverson, seconded by Colangelo, the Board unanimously approved the following Consent Agenda items:
 - A. Minutes. Minutes of the July 9, 2018 Regular School Board meeting.
 - B. Personnel Items

a) Appointments

1. David Beck, Assistant 9th Grade Girls Soccer Coach for 2 hours/day at the High School, beginning 08/13/2018; Level F, Step 4
2. Margaret Christensen, Child Nutrition Associate I for 3.25 hours/day at Bridgewater, beginning 08/21/2018; \$17.58/hr.
3. Westley Dayus, Head Boys Soccer Coach for 2 hours/day at the High School, beginning 08/13/2018; Level B, Step 5
4. Lianne Deanovic, Special Education EA-PCA Job Coach for 6.75 hours/day at the High School, beginning 08/27/2018; Spec Ed Step 4-\$16.76/hr.
5. Kimberly Harris, EarlyVentures Teacher for 25 hours/wk at Longfellow, beginning 08/20/2018; Step 3-\$16.74/hr.
6. Angela Johannsen, Child Nutrition Associate I for 3.75 hours/day at the High School, beginning 08/21/2018; \$17.58/hr.
7. Evan Johnson, Summer Maintenance Worker with the District, beginning 07/23/2018-approx. 10/31/2018; \$10.50/hr.
8. Jill Keeley, EarlyVentures Teacher for 40 hours/wk at Longfellow, beginning 08/20/2018; Step 4-\$17.26/hr.
9. Lori King, ECFE Parent Educator for up to 6 hours/wk at the NCRC, beginning 08/20/2018; Yr. 3-\$26.76/hr.
10. Meghan Kuechenmeister, 1.0 FTE Special Education DCD Teacher at the High School, beginning 08/27/2018; BA, Step 1
11. Beth LaCanne, Assistant Girls Tennis Coach at the High School, beginning 08/13/2018; Level H, Step 1
12. Jillian Luoma-Overstreet, 8th Grade Volleyball Coach for 2 hours/day at the Middle School, beginning 08/27/2018; Level H, Step 2
13. Angela Lynch, Special Education LD/EBD Teacher .5 FTE at the High School and .5 FTE at the ALC, beginning 08/27/2018; BA, Step 1
14. Kimberly Medin, 1.0 FTE Special Education EBD Teacher at the Middle School, beginning 08/27/2018; BA+15, Step 1
15. Michael Merry, 1.0 FTE Technology Specialist with the District, beginning 08/20/2018; \$56,741 + Step 4, \$2,000 (will be prorated for the 2018-19 school year)
16. Justin Pfaffinger, 1.0 FTE Mathematics Teacher at the High School, beginning 08/27/2018; MA, Step 7
17. Nichole Porath, Head Boys and Girls Nordic Ski Coach for 2 hours/day at the High School, beginning 11/12/2018; Level D, Step 1
18. Benjamin Selchow, Summer Recreation Position with Community Services, beginning 08/09/2018-08/31/2018; Lacrosse-\$9.65/hr.
19. Gloria Sterud, Special Ed EA-PCA for 6.75 hours/day at the Middle School, beginning 08/27/2018; Step 2-\$15.96/hr.
20. Rebecca Stoufis, 1.0 FTE Long Term Substitute Special Education Resource Room Teacher at Bridgewater, beginning on or about 10/19/2018-02/8/2019; BA, Step 1
21. Grace Theisen, EarlyVentures Teacher for 40 hours/wk at Longfellow, beginning 08/20/2018; Step 3-\$16.74/hr.
22. Jonathan Thompson, Long Term Substitute Social Studies Teacher .6 FTE Semester 1; .8 FTE Semester 2 at the High School, beginning 08/27/2018-06/07/2019; BA, Step 1
23. Madeline Carras, ESL EA for 6.5 hours/day at the High School, beginning 08/27/2018; Gen Ed Step 1-\$15.03/hr.
24. *Jess Peterson, Assistant Girls Soccer for 2 hours/day at the High School, beginning 08/14/2018; Level F, Step 1
25. Derrick Skoglund, Assistant Boys Soccer Coach 9th Grade for 2 hours/day at the High School, beginning 08/13/2018; Level F, Step 5.

b) Increase/Decrease/Change in Assignment

1. John Bade, Art Teacher at the Middle School, add an overload for 87 days for the 2018-19 school year, effective 09/04/2018-06/07/2019.
2. Kathleen Beck, Spec Ed EA at Sibley, add ESY bus for approximately 2.5 additional hours/day with the District, effective 07/09/2018-08/02/2018.
3. Shari Bridley, Spec Ed EA at Longfellow, add ESY bus for approximately 2 additional hours/day, 3 days/wk with the District, effective 07/09/2018-08/02/2018.
4. Lauren Briscoe, 9th Grade Soccer Coach at the High School, change to Assistant Varsity Soccer Coach at the High School, beginning 08/06/2018; Level F, Step 5
5. Ray Coudret, .8 FTE Math Teacher/.2 FTE ADSIS Math at the High School, change to 1.0 FTE Math Teacher at the High School, effective 08/27/2018.
6. Rafa Estrella, Teacher at the Middle School, add Soccer Coach at the Middle School, effective 08/27/2018. Level H, Step 3
7. Jonna Hanek, Long Term Substitute Head Custodian at the High School, change to Custodian Engineer w/license at the High School, effective 07/17/2018.
8. Rachel Hibbs, EA at the Middle School, add Summer PLUS Site Assistant for up to 6 hours/day Mon.-Thurs. at Greenvale Park, effective 06/14/2018-08/02/2018; Step 1-\$12.56/hr.
9. Rachel Hibbs, Special Ed EA for 6.75 hours/day at the Middle School, change to 6 hours/day at the Middle School, effective 08/27/2018-06/07/2019.
10. Cameron Jackson, KidVentures Site Assistant for 40 hours/wk at Sibley, change to KidVentures Site Assistant for 10 hours/wk and add EarlyVentures Teacher for 30 hours/wk at Longfellow, effective 08/20/2018; EV Teacher Step 2-\$16.21/hr.
11. Kristi Kortuem, .8 FTE Math Teacher/.2 FTE ADSIS Math at the High School, change to .4 FTE Math Teacher/.6 FTE ADSIS Math at the High School, effective 08/27/2018.
12. Richelle Kruger, Spec Ed EA at the Middle School, add ESY bus for approximately 2.5 additional hours/day with the District, effective 07/09/2018-08/02/2018.
13. Richelle Kruger, Spec Ed EA at the Middle School, add Camp FRIENDS Staff with Community Services, effective 07/20/2018-08/20/2018; Current EA rate.
14. Carolyn Manderfeld, Spec Ed EA at the Middle School, add ESY bus for approximately 1.5 additional hours/day with the District, effective 07/09/2018-08/02/2018.
15. Jacqueline Meyer, Spec Ed EA at Longfellow, add ESY bus for approximately 1.75 additional hours/day with the District, effective 07/09/2018-08/02/2018.
16. Nancy Meyers, Child Nutrition Services at Bridgewater, add ESY bus for approximately 3 hours/day with the District, effective 07/09/2018-08/02/2018.
17. Ruth Morgan-Malecha, Spec Ed EA at Sibley, add ESY bus for approximately 2.5 additional hours/day with the District, effective 07/09/2018-08/02/2018.
18. Jacob Odell, Spec Ed EA at the High School, add Girls Tennis Coach at the Middle School, effective 08/27/2018. Level I, Step 4
19. Debra Pack, Spec Ed EA at the High School, add Camp FRIENDS Staff with Community Services, effective 07/20/2018-08/20/2018; Current EA rate.
20. Katie Remmey, Spec Ed EA at the Middle School, add ESY bus for approximately 2.5 additional hours/day with the District, effective 07/09/2018-08/02/2018.
21. Trent Swartwoudt, Track Staff/Aquatics Supervisor/Video with Community Services at \$9.90/hr., add Track Supervisor with Community Services, effective 07/17/2018-08/31/2018; \$10.50/hr.
22. Steve Taggart, Industrial Technology Teacher at the Middle School, add an overload for 87 days for the 2018-19 school year, effective 09/04/2018-06/07/2019.
23. Jonathan Thompson, Long Term Substitute Social Studies Teacher .6 FTE Semester 1; .8 FTE Semester 2 at the High School, change to .4 FTE Long Term Substitute Social Studies Teacher and .4 FTE Social Studies Teacher at the High School, effective 08/27/2018.
24. Deborah Wagner, Spec Ed EA at the Middle School, change to Special Education EA-PCA Resource Room for 4 hours/day at the Middle School, effective 07/25/2018.
25. Lisa Weis, Health Teacher at the Middle School, add an overload for 87 days for the 2018-19 school year, effective 09/04/2018-06/07/2019.

26. Jeff Wright, Assistant Boys Lacrosse Coach at the High School, change to Head Boys Lacrosse Coach at the High School, effective 07/31/2018. Level D, Step 3
 27. Cori Yamry, Counselor at the Middle School, add 7th Grade Volleyball Coach at the Middle School, effective 08/27/2018. Level H, Step 6
 28. Leticia Arredondo, Class II Due Process for 3.75 hours/day for 2017-18 only at Bridgewater, change to Class II Due Process for 3.75 hours/day for 2018-19 only at Bridgewater, effective 09/04/2018-06/07/2019; Class II, Step 4-\$18.91/hr.
 29. Becca Meyers, Early Childhood Teacher ECFE for 33 hours/wk at the NCRC, add 1 section of Early Childhood Teacher School Readiness Preschool for a total of 38 hours/wk at the NCRC, effective 08/27/2018.
 30. Gloria Sterud, Spec Ed EA-PCA at the Middle School, add General Ed EA for .50 hours/day at the Middle School, effective 09/04/2018-06/08/2019.
- c) Leave of Absence
1. Meghan Kuechenmeister, Special Ed EA-PCA at the High School, Leave of Absence from this position to accept a new position in the District for the 2018-19 school year.
 2. Megan Wheelock, Spec Ed Resource Room Teacher at Bridgewater, FMLA Child Care Leave of Absence on or about 10/19/2018-02/8/2019.
- d) Retirements/Resignations/Terminations
1. Allie Harmer, Special Ed EA-PCA at the High School, resignation effective 08/02/2018.
 2. Peggy Johnson, EA with Community Services, resignation effective 08/16/2018.
 3. Alissa Jorgensen, Auditorium Technician with Community Services, resignation effective 08/11/2018.
 4. Kim Medin, Special Ed EA-PCA at the Middle School, resignation from this position to accept a new position in the District, effective 07/17/2018.
 5. Tammy Metcalf-Filzen, Girls Basketball Coach at the High School, resignation effective 07/30/2018.
 6. Anna Ochs, Spec Ed EA-Job Coach at the High School and Site Assistant with Community School, resignation effective 07/23/2018.
 7. Anna Ochs, Site Assistant with Targeted Services, resignation effective 08/03/2018.
 8. Taylor Rahman, EarlyVentures Teacher at Longfellow, resignation effective 06/9/2018.
 9. Matthew Roy, Technology Specialist with the District, resignation effective 07/27/2018.
 10. Jennessa Runia-Bade, Tennis Coach with Community Services, resignation effective 08/03/2018.
 11. Tiffani Wilson, EarlyVentures Teacher at Longfellow, resignation effective 08/24/2018.
- e) Administration Recommends the Approval of the Following Employment Contract(s) Commencing July 1, 2018 through June 30, 2020:
1. Educational Support Staff
 2. Custodians
- f) Superintendent Contract Provisions for the 2018-2019 Contract Year
- A memorandum from School Board Chair Pritchard included a recommendation for a total compensation package increase of 3.38%, which is in line with the settlement the District has negotiated with the Northfield Education Association (NEA). The package includes:
- A salary increase of 2.47%
 - Dr. Hillmann was accepted into the ASSA National Superintendent Certification Program. This two-year program with its robust curriculum will allow him to further develop his leadership abilities, knowledge and skill set. The significant personal and professional development Dr. Hillmann will gain from this program will serve the district well. The cost of this program will be covered by the district over the next two contract periods in the amount of \$3,000 each year.
- g) Superintendent of Schools Contract
- The Board of Education of ISD 659 recommended to enter into a contract with Dr. Matthew J. Hillmann as Superintendent of Northfield Public Schools ISD 659 for the years 2019-2022.

** Conditional offers of employment are subject to successful completion of a criminal background check and Prewrite screening (if applicable)*

VII. Superintendent's Report

A. Items for Individual Action

1. Resolution Relating to the Election of School Board Members and Calling the School Board Election.

On a motion by Quinnell, seconded by Colangelo, the Board unanimously adopted the Resolution Relating to the Election of School Board Members and Calling the School Board Election. This School Board Election will be held on Tuesday, November 6, 2018. This resolution is the Board authorization necessary to formally establish this year's election process. The adoption of this resolution will meet the requirements necessary to comply with the election process. Ballots for School Board election will be included in the general election ballots prepared by the County Auditors. The official canvass of the election results will be scheduled as an agenda item for the Tuesday, November 13, 2018, Board meeting. Voting 'yes' was Goerwitz, Hardy, Stratmoen, Quinnell, Colangelo, Iverson and Pritchard. No one voted 'no.'

2. Resolution Relating to Authorizing the Issuance of School Building Bonds, and Calling an Election Thereon.

On a motion by Colangelo, seconded by Hardy, the Board unanimously approved the Resolution Relating to Authorizing the Issuance of School Building Bonds, and Calling an Election Thereon. This Special Election will be held on Tuesday, November 6, 2018. The adoption of this resolution is necessary to formally establish this year's bond referendum election process. Adoption of this resolution will meet the requirements necessary to comply with the election process for a special election. Voting 'yes' was Goerwitz, Hardy, Stratmoen, Quinnell, Colangelo, Iverson and Pritchard. No one voted 'no.'

3. Revised Policy 533 Wellness.

On a motion by Stratmoen, seconded by Goerwitz, the Board unanimously approved the revision to Policy 533 Wellness as presented.

4. Expansion of Contingency Fund.

On a motion by Colangelo, seconded by Iverson, the Board unanimously approved an additional 1.1 FTE in contingency funding to help reduce class sizes in Grade 6 at Northfield Middle School and Kindergarten at Bridgewater Elementary. This 1.1 FTE contingency funding expansion will be for the 2018-19 school year.

VIII. Items for Information

A. Filing for School Board is July 31-August 14, 2018 in the District Office. An affidavit of candidacy must be filed in the office of the school district clerk and the \$2 filing fee paid prior to 5:00 o'clock p.m. on August 14, 2018.

B. MDE 2018-2019 Minimum Prices for Adults and Other Non-Program Meals

Superintendent Hillmann shared information from MDE regarding 2018-2019 non-program meal pricing. This will be an action item at the next Board meeting.

C. Back-to-School Breakfast and Program

The Back-to-School Breakfast and Program will be held on Monday, August 27 at the Northfield Middle School. Breakfast begins at 7:00am followed by the program at 8:15am.

IX. Future Meetings

A. Monday, August 27, 2018, 7:00 PM, Regular Board Meeting, NHS Media Center

B. Monday, September 10, 2018, 7:00 PM, Regular Board Meeting, NHS Media Center

C. Monday, September 24, 2018, 7:00 PM, Regular Board Meeting, NHS Media Center

X. Adjournment

On a motion by Stratmoen, seconded by Iverson, the Board adjourned at 9:09 p.m.

Noel Stratmoen
School Board Clerk

NORTHFIELD PUBLIC SCHOOLS HAND IN HAND PRESCHOOL HANDBOOK



Longfellow School
201 Orchard Street Northfield, MN 55057
507-645-1200

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Important Phone Numbers

Longfellow School/Attendance	507-645-1200
Nurse's Line	507-645-1205
Sara Line-Early Childhood Coordinator	507-645-1232
Gabriela Nieves	507-301-8957
Benjamin Bus	507-645-5720
Mary Hansen (ECFE)	507-664-3750
Martha Donahoe (preschool tuition/ E.C screening)	507-645-1200
Hiawatha Transit	1-866-623-7505
*Messages for staff may be left with the front desk	507- 645-1200

SAFETY

Your children's safety is our main concern. Please check in with the main office staff to let them know if you are picking up your child or coming for an event. Although we can often recognize parents, by making your presence officially known we can be more fully aware of who is in our building at all times. Please make sure you are dropping off and picking up your child each day in the classroom so the teachers know where they are at all times! In addition, each family will receive a packet to fill out including **health/emergency forms** as it is very important we have that on file. Longfellow School practices regular fire, severe weather and lock-down drills throughout the year.

INTRODUCTION

This handbook is designed to give you specific information regarding Hand in Hand Preschool. We ask that you read through it and keep in an accessible place where it can be referred to as needed. Please speak with your child's teacher if further information or clarification is needed. The District's full policy regarding guidance and discipline may be found in the Student Citizen Handbook (available in the school office). We believe that open communication between parents and teachers is

an essential part of your child's educational experience. We realize that children between the ages of three and five are continuing to develop their understanding of the world and sometimes their interpretations of phrases, vocabulary, time concepts and the concepts of real vs. imaginary are not yet mature. Occasionally, misunderstandings may occur. If you wonder about something your child has told you regarding school, please contact us, so that together we can clarify. Please refer to the weekly class note describing our activities to help generate conversation about your child's day; children will transport papers and messages each week in a backpack/bag your child will bring to and from school each day. In addition newsletters will be emailed out to families.

HAND IN HAND TEACHERS

Hand in Hand Preschool teachers hold a minimum of a bachelor's degree in Early Childhood Education and are licensed by the State of Minnesota to teach young children. Many hold a Master's in Education. All staff participate in district training, professional development as well as contributing to the weekly district-wide Professional learning Communities where we work to improve teaching techniques and student progress.

PHILOSOPHY OF HAND IN HAND PRESCHOOL

The most important goal in our program is to help children become enthusiastic learners. This means encouraging children to be active and creative explorers who are not afraid to try out their ideas and to think their own thoughts. Our goal is to help children become independent, self-confident, inquisitive learners. The developmentally appropriate activities we plan for the children, the way we organize the room, select toys and materials, plan the daily schedule and talk with the children are all designed to accomplish the goals of our curriculum and give your child a successful start in school.

EXAMPLE OF APPROXIMATE DAILY SCHEDULE

8:45-9:00 Meet/Greet, Small Motor Activities
9:00-9:30 Circle Time: calendar with counting/patterns, weather, music/movement
9:30-10:30 Flex time: small group skill building, centers and choice time
10:30-10:45 Stories/Songs
10:45-11:00 Bathroom Break/Snacks
11:00-11:30 Outside/Gym large motor time

CURRICULUM/ASSESSMENT

***Specific Curriculum mapping documents are available upon request**

Young children learn best by *doing*, not just repeating what someone else says but actively experimenting to find out how things work in the world we live in. We believe that play provides the foundation for school learning. It is the preparation children need before they learn those highly abstract symbols such as letters (which are symbols for sounds) and numbers. Play enables us to achieve the key goals of our early childhood curriculum; play is the “work” of young children! Teachers use a combination of *Everyday Mathematics*, *Ladders to Literacy*, *Handwriting Without Tears*, and *Second Step* to support our curriculum at Hand in Hand Preschool. The Minnesota Department of Education’s Early Childhood Indicators of Progress state standards act as a framework for our instruction.

Removed
Pro-Ladr
as an
assessment
tool.

At Hand in Hand preschool, we use authentic, observational assessment. The system is not only designed to work with our curriculum, but it is aligned with the Minnesota State standards for early learning, the Early Childhood Indicators of Progress; it helps us get to know what our students know and can do. With this information, we individualize children’s learning, flex group and offer engaging experiences that help build on their strengths and interests. The system is inclusive of children with disabilities, children who are developing typically, and children who demonstrate competencies beyond typical developmental expectations. It also supports the assessment of children who are English learners.

Social/Emotional: To help children feel comfortable in school, trust their new environment, make friends, interact with them and feel they are part of a group. To help children experience pride and self-confidence, be able to express themselves creatively, to develop independence and self-control, and have a positive attitude toward life.

Cognitive: To help children become confident learners by letting them try out their own ideas and experience success, and by helping them acquire learning skills such as the ability to solve problems, ask questions and use words to describe their ideas, observations, and feelings. The environment is rich in language to support early literacy and children are exposed to mathematics and logical thinking as it is embedded in the classroom and routine as well.

Physical: To help children increase their large and small muscle skills, self-help skills, and feel confident about what their bodies can do.

In our younger three year old classes the main focus is on socialization and school routines. As educators we realize the importance of meeting their social needs first, and by using *Second Step*

Social/Emotional curriculum staff is able to do just that before introducing beginning concepts such as colors, shapes, and other pre-academic skills.

In our older Kindergarten Readiness classes the focus is on preparing for Kindergarten. The students are introduced to basic concepts such as counting, patterns, numbers, colors and shapes through *Everyday Mathematics* as well as pre-literacy skills such as letters and sounds with *Ladders to Literacy* in addition to building on the *Second Step* social emotional concepts. Staff use *Handwriting without Tears* curriculum to begin to introduce proper strokes and letter formation (fine motor) skills. The students are also familiarized with school expectations, transitions and routines. The Kindergarten Readiness class lays the foundation to a great start of the Kindergarten experience.



PEER INTERACTION/INCLUSION

Classes in the Hand in Hand Preschool are co-taught by a licensed early childhood special education teacher and a licensed early childhood regular education teacher. At least one educational assistant is also assigned to each classroom. A unique aspect of the Hand in Hand Preschool is that children with special needs and typical developing children attend, interact and learn together. The staff members model appropriate actions and words to help the children find ways to work together. There are many opportunities for the children to help each other and serve as positive role models. In the process, children learn tolerance and understanding of differences, resulting in a mutually beneficial learning setting.

INDIVIDUAL PERFORMANCE EVALUATIONS/ CONFERENCES

Each child must complete **Early Childhood Screening** within the first 90 days of enrollment, which includes vision, hearing, height/weight, a developmental check and a social/emotional assessment. Our teachers participate in ongoing assessment/progress monitoring techniques. In addition IEP objectives are developed for all Special Education students. Conferences are offered twice yearly (fall and spring) and provide an opportunity for parents and teachers to discuss a child's development,

strengths, goals, and any concerns. Informal conferences can be arranged by contacting the teacher before or after school and requesting time to discuss any issues.

FAMILY INVOLVEMENT

Parent involvement is an important part of your child's learning experience at Hand in Hand Preschool. Research has shown that children who have involved parents have more success in school. We offer many opportunities throughout the year for you to become involved in your child's preschool experience. Parents are welcome and encouraged to visit their child's classroom at any time. If you have a special skill or talent that you would like to share with us, (such as an instrument, a special collection, job or hobby) please see your child's teacher to make arrangements. Individual classes will offer specific dates and times for volunteer opportunities, such as "Star of the Week" reading, family events or class parties. We have parent education events and many family activities monthly. Early Childhood Family Education and Adult Basic Education also offer many opportunities for parents to become involved in their children's education. Please call Family Services at **664-3750** to request a brochure!

PARENT COMPONENT

Parents of Hand in Hand students will be asked to participate throughout the year. Examples of parent involvement may include:

- Early childhood screening (required for all Hand in Hand students)
- Home visits by Early Childhood Teachers
- Attending open house, and fall and spring conferences
- Classroom and field trip volunteering
- Attend the Community Education Advisory Council
- Parent/Child Activities and Lending Library participation
- Guest speakers/Parent education opportunities
- Family Events
- Attending an Early Childhood Family Education class

GUIDANCE POLICY

Our policy is to provide positive guidance to help children resolve conflicts. It is our goal to build trusting relationships with and among the children and to teach appropriate behavior. By teaching children effective ways of communicating their needs, children learn independence and responsibility. Children will be encouraged to "use your words" to resolve conflicts. In this way, children learn

positive and appropriate skills to express emotions. They also learn valuable social skills such as negotiation and turn-taking. Any significant behavior issues will be addressed together with parents on an individual basis. Hand in Hand staff will complete an incident form signed by parents following any incident resulting in injury or property damage. The completion of a second incident report will result in a meeting with parents, classroom teacher, the Early Childhood Coordinator and the Early Childhood Special Education team lead. Upon completion of the third incident report, a meeting will be held with the previously mentioned team and will result in a mutually agreed upon plan to support the student's success in the general education setting.

ACCESS TO STUDENTS & STUDENT RECORDS

Teachers at Hand in Hand Preschool will follow the policy of Northfield School District in regard to access of students and student's educational files and records. All parents and legal guardians will be allowed such access unless the school has on file a court order or a restraining order, dated within a year. Please ask about Policy JEDB if you need further information on this policy. State Law mandates teachers to report suspected abuse or neglect of children to the Child Protection Agency of Rice County. It is our goal to provide support and resources to all families in our program.

ATTENDANCE

Regular attendance is essential for a successful school experience. Please make every effort to have your child at school and on time each day. If your child is ill and unable to attend school, please report their absence to the school by calling **645-1200**. If your child receives transportation please inform them of the absence as well. To help assure good health for students and alert health authorities to the presence of specific disease, parents are asked to call the school each morning the student is absent and to notify the school later if a specific disease develops.

Please leave the following information: the child's name, the class time and reason for absence.

TRANSPORTATION

If your child is eligible through ECSE or SR to ride the district school bus or the Hiawathaland Transit bus and will be absent or do not need transportation to/from preschool on any given day, please call Benjamin Bus at 507-645-5720 or Three Rivers/Head Start at 1-866-623-7505.

ILLNESS

As most diseases are spread before they are recognized, it is impossible to prevent exposure. Parents are urged to keep their children home if they develop any symptoms suggestive of a communicable disease. The temperature should be normal at least 24 hours **BEFORE** a student returns to school. Please do not send students who have an undiagnosed rash or a profusely runny nose to school. If a student becomes ill while at school, the parent/guardian will be called.



HEALTH SERVICES

A licensed nurse is available at Longfellow School from 7:30 a.m. – 3:30 p.m. each school day. Health services are provided for all students and staff. Each student coming into the health office is assessed and given any necessary treatment. Parents are contacted as appropriate. Each child is required to have an updated **immunization record** on file

CLOTHING

Please dress your child appropriately for the weather. We will be playing outdoors almost every day. Students will be outside when the temperature is at or above 0° F. Students will need **labeled** boots, snow pants, hats and mittens during the winter months. Please send a backpack with your child each day to transport the extra clothes, fun projects and communication efforts.

Please make sure your child is dressed comfortably for play. If your child is newly toilet trained or in the process of toilet training, we ask that you include a **labeled** change of clothes in their backpack should an accident occur. We find children are most comfortable in their own clothes. Durable, washable clothes and tennis shoes are most appropriate and safe for participation in all preschool activities. Making sure that buckles, buttons, belts and snaps can be easily managed by your child will help them gain independence and self-esteem.

LATE PICK UP POLICY

Morning preschool ends at 11:30 and afternoon preschool concludes at 3:45. (With the exception of Wednesday PLC schedules where a.m. preschool is from 9:45-12:00 and afternoon preschool is 1:15-3:45.) Please be respectful of our teachers' prep time before and after class and be prompt in picking

up and dropping off your children for preschool. Students who have not been picked up within 5 minutes of class end times will be brought to wait in the front office and will be charged \$1 per minute to be paid before returning to preschool. If you continue to be late picking up your child, a meeting to discuss a plan to resolve the issue will be scheduled. If the signed parent agreement is not followed, your child will be terminated from Hand in Hand. Not only do teachers and educational assistants often have meetings or other scheduled commitments following class, but this can be very upsetting to the children, so please respect our pick up policy.

EMERGENCY CLOSING OF SCHOOL

The following procedures will be observed when school is closed due to weather:

- When school is not in session, a decision to close schools will be made the night before, if possible, but not later than 7:00 a.m.
- When the weather is too severe to open school at the normally scheduled time but is improving, a decision to have a late start may be made. In this case, school will be delayed for two hours. Bus pick-up and school opening times will be exactly two hours later than normal for elementary schools, however, **Hand in Hand morning session would be closed.** The afternoon Hand in Hand session as scheduled.
- When school is in session and the decision is made to close schools, dismissal times will be set to coincide with the anticipated arrival of buses. **Parents will be expected to pick up Hand in Hand students at the announced closing time.**

In each instance, the community will be informed by KYMN (1080AM), KDHL (920 AM) and WCCO (830) radio stations as well as WCCO-TV, KARE-TV, KSTP-TV and KMSP-TV. If weather conditions are poor or worsening, please listen to one of these radio stations.

TUITION POLICY

Tuition is to be paid one month ahead and payment is due by the first of each month. Please submit your payment to “Hand in Hand Preschool” in the lock box located near the preschool classrooms on the 1st floor, online or in the front office with Martha. Note: There is a ten-day grace period. However, a \$10 late fee will be charged for any tuition payments received after the 10th of the month. Failure to follow the tuition payment policy jeopardizes your child’s enrollment in our program. A termination notice will be provided if your monthly payments are not received. Thank you for following our tuition payment expectations. You can receive information to access your account and pay online! Any questions can be directed to Martha Donohoe at 507-645-1200.

SNACKS

Snack time is a favorite time of the school day! Healthy snacks are provided by the school district food service. Please inform your teacher of any food allergies or foods your child may not eat for religious or medical reasons. Milk is provided daily to all students. All families are asked to pay an annual snack/milk fee of \$48 for 2 day, \$53 for 3 days, \$90 for 4 days, and \$95 for 5 days. Checks are made payable to “Community Services”. Pathways Scholarships will cover 100% of these fees, and School Readiness scholarships cover a portion.

FIELD TRIP INFORMATION

Field trips are important to our curriculum, as they help children learn about the world around them. Past field trips have included an apple orchard, Three Links Care Center, Northfield Library and other neighborhood parks and businesses. Signed permission slips are required for all children attending Hand in Hand Preschool field trips. Check monthly newsletters for additional field trip information.

TOYS FROM HOME

We request that children not bring toys from home; keeping toys at home will prevent hurt feelings and broken toys. Even toys left in backpacks can be distracting to students. Occasionally, the teachers may give the children the opportunity to bring specific toys to school for a special day, such as “Teddy Bear Day” or for our letter of the week. This information will be included in the weekly class notes. Please remember that even on special toy days, only non-violent toys will be allowed in school. Toy guns or weapons are never allowed.

BIRTHDAY OBSERVATIONS

Birthdays are special to children! We will make your child’s birthday or special day by providing a birthday crown and singing “Happy Birthday.” In accordance with new federal law, families will no longer be allowed to bring food or small gifts to share with other students but we will still make the day special in other ways. Please speak with your child’s teacher at the beginning of the school year if your family does not celebrate birthdays, At Hand in Hand Preschool we strive to be respectful of all families and their beliefs. If your child is planning on having a birthday party, we ask that invitations be mailed from home rather than passed out in school unless every child in the class is invited. This helps prevent hurt feelings.



EarlyVentures Learning Center



Handbook

EarlyVentures Learning Center
201 Orchard St.
Northfield, MN 55057

507-645-1216 (Butterfly Room)
507-645-1215 (Firefly Room)
507-645-1248 (Ladybug Room)
507-645-1222 (Caterpillar and Bee Rooms)



COMMUNITY SERVICES DIVISION
Learning and Recreation For Life

Northfieldschools.org

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CHILD CARE PROGRAM PLAN

Philosophy

EarlyVentures Learning Center provides professional, quality care to meet each child's physical, emotional, social, and developmental needs during their time enrolled at our center. This is fostered by allowing the child space to grow, to be themselves, and to enjoy their time with other children and staff. EarlyVentures continuously strives to provide high quality care in a safe, nurturing environment.

Goals

EarlyVenture's goal is to provide a warm, loving, healthy, safe, and stimulating environment for children while under supervision of staff at all times. All aspects of a child's development are considered, including language, literacy, and communications; mathematics; social and emotional development; approaches to learning; the arts; social systems; physical and movement development; and scientific thinking.

We strive to keep parents actively involved in the care of their children while pursuing their own goals. We invite parents to review our program plans at any time and contribute their ideas to the EarlyVentures Site Leader or the Ventures Coordinator. Parents may review our program plan in the Parent Handbook, located online and on site at EarlyVentures. The program plan will be annually evaluated in writing by a staff person qualified as teacher status under DHS guidelines. Daily schedules and descriptions of developmentally appropriate activities can be found in each EarlyVentures classroom.

Enrollment Policy

EarlyVentures Learning Center is licensed to care for 88 children. The center is licensed for 14 infants and a combination of 74 toddler/preschoolers. Enrollment cannot exceed 28 toddlers or 60 preschoolers.

An infant is a child at least 6 weeks old but less than 16 months, a toddler is a child at least 16 months but less than 33 months, and a preschooler is a child who is at least 33 months old but has not yet attended the first day of kindergarten.

Days and Hours of Operation

EarlyVentures Learning Center operates 51 weeks per year, Monday through Friday. The center is open daily from 6:30 AM to 6:00 PM. EarlyVentures is CLOSED on the following days:

Labor Day	New Year's Day
Thanksgiving Day	Memorial Day
Friday after Thanksgiving	July 4 th
Christmas Eve	At least 2 days before the start of the summer session
Christmas Day	One week before the start of the fall session
New Year's Eve	

EarlyVentures Learning Center reserves the right to close on days preceding or following these holidays. Decisions regarding operation on release days will be made based upon a minimum child enrollment and school district policies.

Program Options

The childcare center is licensed by the Minnesota Department of Human Services to care for children ages 6 weeks to the first day of kindergarten. It is staffed by a combination of site leaders, teachers, assistant teachers, and aides to meet required staff/children ratios at all times. The center offers five separate classrooms to meet the diverse needs of EarlyVentures children.

INFANT: (Ages 6 weeks to 15 months) A loving atmosphere where intellectual and physical development are stimulated with music, literacy, language, muscle development, and exploration of the environment using age-appropriate equipment. A staff ratio of at least one adult to four children is maintained.

TODDLER: (Ages 16 months to 35 months) The curriculum is designed to cover areas of physical activities, language arts, creative thinking, socialization, communication, and self-sufficiency skills with emphasis on exploration and discovery. A staff ratio of at least one adult to seven children is maintained.

PRESCHOOL: (Ages 36 months until the first day of kindergarten) Opportunities are provided for large muscle activities, dramatic play, community exploration, and socialization as well as the above named activities. A staff ratio of at least one adult to ten children is maintained.

RATIOS

EarlyVentures follows the Department of Human Services Child Care Center Rule 3 guidelines for staff to student ratios.

Infants will never exceed a 1:4 ratio

Toddlers will never exceed a 1:7 ratio

Preschoolers will never exceed a 1:10 ratio

FINANCIAL POLICIES AND PROCEDURES

Fees

EarlyVentures is a non-profit program operating on revenue collected from tuition. This program is not funded from the ISD #659 general fund. Parents must contract with EarlyVentures Learning Center for services needed and follow a weekly payment schedule. We reserve the right to drop a child from the program when payment is delinquent. Families will also be responsible for any and all additional collection fees accumulated while recovering monies on delinquent accounts. The rates vary depending on age and schedule options.

Registration Fee

There is a non-refundable registration fee which must be submitted at the time of initial enrollment. There is also a registration fee for each school year session and each summer session. Registration fees will be discounted for those that are also enrolled in Hand in Hand preschool. The fees help defray the cost of processing enrollment forms and immunization records, and most importantly, they help with the center's supplies.

Payment

Payment of your childcare account must be made in full each week. EarlyVentures strongly encourages all families to consistently check their accounts online. Paper statements will only be mailed one time per year unless otherwise requested in writing to the Ventures main office. Co-payments for families on child care assistance are due bi-monthly on the 1st and 15th of each month. Parents on childcare assistance will be responsible for any and all costs not covered by county assistance.

ABSENCE

Please notify EarlyVentures if your child will be absent for any reason. Parents will be billed for all scheduled days. Please remember, if your child is at EarlyVentures, they will need to be well enough to participate in all activities, including outdoor play.

CHANGE OF SCHEDULES

A permanent change of schedule requires a one month written notice and a \$50 change of schedule fee will be charged to your account.

ARRIVAL & DEPARTURE

Parents must sign their child(ren) in each morning upon arrival in order to transfer responsibility of care from the parent to authorized EarlyVentures staff. Once the child is signed in, parents may bring the child to the group, allowing for EarlyVentures staff to facilitate the parent's departure.

Upon departure, parents must sign the child(ren) out and let the EarlyVentures staff know that he or she is leaving. Once the child is signed out, he or she is no longer the responsibility of EarlyVentures staff. All children must be picked up by 6:00 p.m.

If you will be late, you MUST notify EarlyVentures. Parents will be charged \$1 for every minute late according to the classroom's clock. Multiple late pick-ups can result in termination of care.

Late Pick-Up

EarlyVentures closes promptly at 6:00 p.m. as staff's day end at this time as well. All children MUST be picked up by 6:00 p.m. If you will be late, you MUST notify EarlyVentures. Parents will be charged

\$1 for every minute late according to the classroom's clock. (If you receive childcare assistance, you will be personally responsible for this charge.) Every attempt will be made to contact parents and authorized persons. 911 will be notified at 6:30 p.m. if a child remains at the center. Multiple late pick-ups can result in termination of care.

EMERGENCY CLOSING PROCEDURES

Emergency Closing or Early School Dismissal

- If school is closed for the day because of severe weather, EarlyVentures will be closed that day.
- If school has a delayed starting time, EarlyVentures will have a two-hour late start time of 8:30 a.m.
- If school is dismissed early, EarlyVentures will close at 2:30 p.m.

Notification

- Kare TV (Channel 11)
- KMSP TV (Channel 9)
- KSTP TV (Channel 5)
- WCCO TV (Channel 4)
- WCCO Radio (830 AM)

Online Alerts

- Kare 11 School Alert- On this site, you can sign up for email alerts indicating when your district is closed.
- KMSP (Fox 9 News)- School Closings
- KSTP 5- School Alerts

- Credit is not given towards Ventures programs for days or time missed due to emergency closings.

WITHDRAWAL FROM PROGRAM

Once registration forms are received, EarlyVentures requires a one month notice for all withdrawals as your spot has been secured and staff have been put into place. This one month notice must be written and signed by a parent/guardian. If there is no notification, a one month change will automatically be assessed. These costs will appear on the final bill.

PARENT INFORMATION

Important parent communication will be sent via email, Seesaw, or as a hard copy that can be found in your child's cubby. There may also occasionally be signs or posters advertising upcoming early childhood or family events. Please make sure to check cubbies daily.

RELEASE OF CHILDREN

Children will be released only to their parent/guardian or to the authorized pick-up indicated on your emergency card or registration form. Staff will ask for picture I.D. from persons not familiar to them.

If anyone other than the authorized persons will be picking up your child, you must turn in a signed and dated note to staff PRIOR to the scheduled pick-up time.

ENROLLMENT FORMS

EarlyVentures must have the following forms on file for each child:

1. EarlyVentures Contract for Services
2. Emergency Card
3. Immunization Record
4. Health Care Summary (completed by your child's doctor)
5. Infant Dietary Instructions (if applicable)
6. Health Updates

*Children may not attend EarlyVentures until all forms are completed and up-to-date.

It is the family's responsibility to keep us informed of changes in your child's file. (i.e. changes in employment, phone number, address, authorized contacts, etc.) Please submit these changes in writing.

CONFERENCES AND TOURS

Parents may request a conference or tour with either the Ventures coordinator or the site leader before their child is enrolled in the center. The conference will help familiarize families with the program, EarlyVentures policies and procedures, and the center's space, including their child's classroom. Staff will also ensure that the family's paperwork is complete and up-to-date as well as answer any questions.

Conferences on a child's progress in the program will be offered to the parent twice per school year. A written assessment will be provided that will report on a child's academic, physical, social, and emotional development. These conferences may be done via phone if it is more convenient for the family.

OUTSIDE CHILD CARE SERVICES

While EarlyVentures cannot prohibit employees from providing child care services outside our typical program and hours, it is strongly discouraged. EarlyVentures will not be responsible for any acts or omissions of an EarlyVentures employee should they provide families with outside services.

BIRTHDAYS

Due to district policy, we are not able to celebrate birthdays with a sweet treat (cookies, cupcakes, donuts, etc.) Families are more than welcome to provide a treat that is not food related (stickers, pencils, etc.), but it is certainly not necessary.

Children will be recognized and celebrated in their classroom when it is their birthday through items and rituals that do not involve food.

In order to be fair to all children, we request parents handle party invitations outside of the program. It is NOT EarlyVenture's staff responsibility to hand out invitations.

INSURANCE

EarlyVentures Learning Center is insured through the ISD #659 insurance carrier. The center does not operate any vehicles for the transportation of children. Staff are not authorized to transport children in their personal vehicles under any circumstances.

CHILDREN'S ATTIRE

Children should be adequately dressed for indoor and outdoor activities EVERY day. Winter outdoor play will require jacket, snow pants, boots, hat, and mittens or gloves. All belongings should be labeled with the child's name. A lost and found is available within the childcare center for parents to check periodically. EarlyVentures Learning Center will not be responsible for lost or missing items.

An extra set of clothing should be sent with children or left at the center. All items children bring should be clearly labeled with the child's name and left in the child's cubby. Dirty clothes will be sent home each day. When extra clothes or winter outdoor clothes are needed and are not available, parents will be notified and required to bring them.

All children in diapers will be checked each hour and changed as needed. Parents are required to provide diapers and wipes for their child. Parents will be billed \$1.00 per diaper change when diapers have not been provided from home.

Please have shoes for your child at the center each day. No boots, stocking feet, slippers, flip-flops, or bare feet in the classrooms.

HEALTH AND IMMUNIZATION

A medical record will be maintained for each enrolled child. A current health care summary, including any known allergies or health concerns, and an immunization record must be on file for each child. These forms must be completed and turned in to EarlyVentures BEFORE the child can attend. The center will provide all necessary forms that must be signed by a physician. Children moving up to the next classroom must have immunization records updated by their physician. Children under 24 months must have yearly exams.

ALLERGY PREVENTION AND RESPONSE

Before a child can attend EarlyVentures, parents must provide documentation of any known allergy. EarlyVentures will maintain current information about the allergy in the child's file and an ICCPP (individualized child care program plan) will be developed. The ICCPP will include a description of the allergy, specific triggers, avoidance techniques, symptoms of an allergic reaction, and procedures for responding to an allergic reaction, including medication, dosages, and a doctor's contact information. EarlyVentures staff will review ICCPPs at least annually or following any changes made

to allergy-related information in a child's file or on their ICCPP. Documentation of staff review will be kept on site at EarlyVentures.

Children's allergy information will be readily available at all times including when on site and when on field trips. Allergy information will also be readily available to all EarlyVentures staff in areas where food is served.

EarlyVentures staff will contact a child's parent or legal guardian as soon as possible in any instance of exposure or allergic reaction that requires medication or medical intervention. EarlyVentures will call emergency medical services when epinephrine is administered to a child during care.

MEDICATION POLICY

Whenever a child requires oral or surface medication, including over the counter medications, parents must fill out a written authorization form. A separate form is needed for each medication. The form includes: child's name, name of drug, quantity to be dispensed, time to be dispensed, doctor's authorization, and any special handling needed. Medication must be in the original container with legible information. Any container that does not meet these requirements will be returned to the parents. The staff member who administers the medication will indicate the date and time a medication was given, print their name, and sign the form. These records will be kept in the child's file. Written authorization is required by parents for the administration of syrup of ipecac.

CHILD CARE CENTER HEALTH POLICY

Diapering Procedures: Each child must have their own supply of diapers. The center has extras only for emergencies. The following is the diapering procedure that we follow:

- Put clean paper on the changing table.
- Wet 3 or 4 paper towels, if the parent has not supplied the child with diaper wipes.
- Wash the child's bottom, apply diaper product (if applicable), and apply a fresh diaper.
- Dispose of the diaper and paper in the diaper pail.
- Take the child to the sink and wash their hands and face with warm running water and soap.
- Dry the child.
- Staff must wash and dry their own hands after each child with warm running water and soap.
- Note on the chart: child's name, time of day, wet, dry or BM.

Toileting: Children must be fully potty trained and able to use a typical toilet independently by the time they reach four years of age. Should a child that is four years or older have a poop accident, parents will be called and asked to pick up their child. Should a child that is four years or older have a pee accident, they will be asked to change in to their spare set of clothes. Soiled clothes will be put in a plastic bag for parents to take home. Should children that are four years or older have more than one accident in a day, parents will be called and asked to pick up their child. If a child continues to have frequent accidents on a daily basis, EarlyVentures may terminate care until the child is completely potty trained. Written warning will be given to parents before this action takes place. Children may not move up to the Butterfly Room unless they are fully potty trained.

Handling and Disposal of Bodily Fluids: Surfaces that come in contact with potential bodily fluids, including blood and vomit, must be cleaned and disinfected according to MN Rules, part 9503.0005, supart 11. Per guidelines, EarlyVentures will have disposable gloves, disposable bags, and eye protection on site. Blood contaminated material must be disposed of in a plastic bag with a secure tie and sharp items used for a child with special care needs must be disposed of in a “sharps container.” The sharps container will be stored in the Longfellow nurse’s office, out of reach of children.

Medical Conditions: Lesions, open wounds, potentially infectious sores, or skin conditions that may discharge on a child’s body will need to remain covered while children attend EarlyVentures. This policy is strongly enforced to protect others from the potential of exposure to bodily fluids. EarlyVentures will change bandages or re-apply them as necessary. Parents may be required to supply bandages or dressings that are needed.

Naps and Rest: A crib will be provided for all infants in which the center is licensed to provide care. All cribs will conform to federal crib standards and EV staff will follow DHS regulations in adhering to crib safety standards, including routine crib inspection requirements. All EarlyVentures staff will also receive annual training in the reduction of risk of sudden unexpected infant death.

All cribs will have a firm mattress with a fitted sheet that is appropriate to the mattress size that fits tightly on the mattress, and overlaps the underside of the mattress so it cannot be dislodged by pulling the corner of the sheet with reasonable effort. Infants may only be placed in a crib with a pacifier (optional) and inside a sleep sack (optional). Infants may only be swaddled in a sleep sack if written consent from a parent has been received and the infant has not yet begun to roll over on its own.

All infants will be placed on their backs for all naps. Parents that do not wish to have their child placed on his or her back will need a signed physician approval form before EarlyVentures will accommodate the request. EarlyVentures will also require parents to sign a waiver stating that ISD #659 and its employees cannot be held liable. An infant who independently rolls onto its stomach after being placed to sleep on its back may be allowed to remain sleeping on its stomach if the infant is at least six months of age or EV has a signed statement from the parent indicating that the infant regularly rolls over at home.

Should an infant fall asleep before being placed in a crib, EV will move the infant to a crib as soon as is practicable. The infant will always be in sight of EV staff until being placed in a crib. Should an infant fall asleep while being held, EV staff will consider the supervision needs of the other children in the classroom when determining how long to hold the infant before placing the infant in a crib to sleep. The sleeping infant will never be in a position where the airway may be blocked or with anything covering the infant’s face.

Prior to toddler and preschool naptimes, each child will use the toilet or be diapered and hands will be washed before going to the nap area. Small blankets and pillows may be brought from home and laundered weekly or when soiled; no sleeping bags or bed pillows please. Adults will rock toddlers and comfort other children (rubbing heads, backs, etc.) as needed. All cribs and cots will be placed so there are clear aisles and unimpeded access for both adults and children on at least one side of each piece of napping and resting equipment. After 30 minutes, all children that have rested quietly and

are awake may go into another area for quiet play. As children awake, they will join the others in the play area.

Food storage: Milk and formula will be kept refrigerated at all times. As with other food, milk or formula not consumed by the child during normal feeding times will be disposed of. At the next feeding, fresh milk or formula will be offered. When parents bring bottles, they will be placed in the refrigerator until feeding time. A separate bottle is required for each feeding time. All bottles and infant food items must be labeled with the child's name. Food supplements and medications will be given to children only with a signed statement from the parent and the physician. Whenever a child requires oral or surface medication, parents must fill out a written authorization form. Parents shall provide the center with the child's diet plan, as recommended by their physician, and the eating habits of their child.

MEALS AND SNACKS

The center will provide morning and afternoon snacks. Hot lunch is available when school is in session and billed at the elementary school rate. Free and reduced lunches are available during the school year for those who qualify. Free/reduced lunches are not available during the summer session. A menu is available at the beginning of each month. These lunches are payable in advance and are billed separately from tuition. Children that prefer cold lunches should bring a bag lunch clearly labeled with their name. Pop and juice boxes will not be allowed in cold lunches as milk is required. Milk will be available and will be billed separately. Foods that need to be microwaved will not be allowed except in the infant room. Cold lunches must meet USDA requirements. Supplements will be provided if necessary at a cost to the parent of \$0.75 per item.

Northfield Public Schools Department of Nutrition Services is responsible for providing hot lunches as EarlyVentures does not prepare food on site. Nutrition Services follows all procedures and practices that are in compliance with the requirements for food and beverage establishments in chapter 4626, which include: hand washing; maintaining hot and cold food temperatures at safe levels; washing of food, utensils and equipment; and serving of food.

SICK CHILD/ABSENCE

Please notify EarlyVentures if your child is ill or will be absent. Parents will be billed for all scheduled days. Please remember, if your child is at EarlyVentures, they will need to be well enough to participate in all activities including outdoor play.

If children receive over the counter medication before they arrive at EarlyVentures, parents must inform EarlyVentures staff. If a child becomes ill while at the center, staff will make arrangements with the parent for pick-up of the child. Sick children will be isolated, but supervision will be maintained at all times. A parent is required to inform the center within 24 hours if their child contracts a contagious disease. EarlyVentures will post the information the same day that any contagious disease is reported. The health department will be notified of any reportable disease or illness.

A child with any of the following conditions or behaviors is considered a sick child and must be isolated from other children at the center. The family will be called immediately and the sick child will be isolated on their cot/crib until the parent can pick them up.

Conditions: A contagious illness or condition as specified in Minnesota Statute rule 3 part 4605,7040, or:

1. A child with chicken pox, until the lesions are crusted over.
2. A child who has had 3 loose stools since admission that day.
3. A child who has vomited since admission that day.
4. Any bacterial infection that has not completed 24 hours of antimicrobial therapy.
5. A child who has ringworm or scabies that is not treated.
6. A child who has lice that has not been treated or any nits remaining in the hair.
7. A child who has a 100 degree temperature or higher.
8. A child who has an undiagnosed rash or sore, discharging ears or eyes, or discharging lesions on their body.

Children must be fever-free for 24 hours before they can return to EarlyVentures. Sick children will be supervised at all times.

EMERGENCY AND ACCIDENT PROCEDURE POLICY

1. Administering First Aid: All staff members will be trained in Red Cross First Aid and infant and child CPR. In the event of an accident, a staff member will evaluate the accident and decide on the appropriate course of action. Minor accidents such as scraped knees, etc. will be washed with warm water and soap. A bandage will be applied. Parents will be informed of any such incidents upon pick-up. Accident reports will be filed any time it is necessary to call parents or if the incident requires treatment by a physician. A report must be filed with the Commissioner within 24 hours of any injury requiring medical care.

2. Accident Prevention Procedures:

A. Injury: Equipment will be kept in good repair. All sharp items such as scissors and knives will be kept out of the reach of children. Blunt end scissors will be used by children.

B. Burns and Electrical Shock: All outlets not in use will be covered. Cords that are being used will be placed in outlets out of the reach of children. Use of electrical equipment in the children's play area will be kept to a minimum. Items that produce heat will not be allowed in the children's play areas. Water at the faucets will not be more than 120 degrees to prevent scalding. Flammable items such as gas or lighter fluid will not be stored at the center. Storage areas will be kept free of combustible material and trash. Furnishings will not be highly flammable.

C. Poisoning: All medication and toxic substances, such as household cleaners will be placed in/on shelves out of reach of children. All staff will be instructed on items that are toxic and on the proper storage of such items. Staff will know procedures for accessing the poison control center.

D. Aspiration or Choking: Food items will be chosen carefully and foods difficult for children to chew or eat will not be served. Toys will also be chosen for the appropriate age

levels. Small and easily broken toys, balloons, and toys with loose parts will not be allowed. All staff will be trained in CPR.

E. Suffocation: Plastic bags and other materials that could cause suffocation will be kept out of the reach of children. The area will be checked regularly for items that may cause suffocation and these items will be immediately removed.

F. Traffic and Pedestrian Accidents: Corridors will be kept clear for easy exits and traffic patterns. Floors will be safely carpeted or tiled and the center will have adequate lighting.

EarlyVentures staff will conduct a daily inspection of potential hazards in the center and on the outdoor activity area.

3. Fire Prevention and Procedure:

A. Fire Evacuation Plan: The fire evacuation routes are posted in each room. They are located next to the doors and show the closest outside exit as well as secondary exits. The center will conduct routine fire drills to be prepared for any fire that could occur.

B. Fire Drills: All staff and children will participate in routine fire drills. The fire evacuation routes will be discussed and a record kept of all drills, indicating the date and time drills were practiced. A procedure to account for all children will be part of each drill. Staff will be trained to know who is responsible for which areas and the phone number of the local fire department.

C. Procedure in the Event of a Fire: Staff will know the location and proper use of a fire extinguisher and how to close off the fire area. All staff will participate in fire drills to provide proper training in how to carry out fire procedures.

4. Natural Disasters:

A. Tornadoes: In the event of a tornado, staff will gather all children together and go to the designated tornado safety area. All children will be instructed to remain seated until danger has passed. The center will maintain a log of the dates and times of monthly tornado drills from April to September.

B. Blizzard: In the event that parents are delayed in picking up their children, the center will remain open to care for the children until the parents arrive. EarlyVentures will follow ISD #659 school closing policies.

C. Other Natural Disaster: In the event that there is a natural disaster, EarlyVentures will follow ISD #659 policies and procedures.

5. Missing Child: When staff are unable to locate a child, all children will be asked to sit in one room. A check by all available staff will be made of the center and surrounding area. If the child is not located, the person in charge will notify the Northfield Police Department and the child's parents.

6. Release of Children: Children will be released only to their parents or persons authorized on the emergency card. No one other than the authorized person will be allowed to pick up children from

the center. If an unauthorized person attempts to pick up a child, parents will be notified, and if necessary, 911 will be called.

7. Incapacitation or Suspected Abuse: In the event a person who is incapacitated or suspected of abuse attempts to pick up a child, the caregiver is directed to release the child only to those persons who are authorized. If the caregiver suspects an authorized person of being incapacitated or a suspected abuser, the child must still be released. The caregiver is then mandated to report the suspected neglect or abuse to the Northfield Police Department and/or the Rice County Human Services Department.

8. Abandoned Child: If a child is still at the center after the regular closing time, the staff person will contact the parents. If the parents cannot be reached, the staff will contact all other people listed on the child's emergency card to pick up the child. The center will remain open until the child is picked up. If a child remains at the center at 6:30 p.m., 911 will be notified.

9. Source of Emergency Medical Care: Northfield Hospital

10. Accident Reports: A log will be kept of all accidents that occur at the center. The written record must contain the name and age of the person involved; date and place of the accident; injury or incident; type of injury; action taken by staff; and to whom the accident, injury or incident was reported. This log will be reviewed at least semi-annually and steps will be taken to prevent accidents from re-occurring.

Should a serious injury or death occur while a child is in EV's care, EV staff are required to report the incident within 24 hours of being notified of the incident. The report will be submitted electronically to DHS on the Child Care Center Serious Injury and Death Reporting Form.

EMERGENCY PREPAREDNESS

EarlyVentures has a written emergency preparedness plan using the Child Care Emergency Plan form developed by the commissioner. This plan includes: procedures for an evacuation, relocation, shelter-in-place, and lockdown; a designated relocation site and evacuation route; procedures for notifying a child's parent or legal guardian of the evacuation, relocation, shelter-in-place, and lockdown, including procedures for reunification with families; accommodations for a child with a disability or a chronic medical condition; procedures for storing a child's medical necessary medicine that facilitates easy removal during an evacuation or relocation; procedures for continuing operations in the period during and after a crisis; and procedures for communicating with local emergency management officials, law enforcement officials, or other appropriate state or local authorities.

PERMISSION SLIPS

Field trips will be announced in advance and parents will be asked to sign permission slips for any trip taken by the center that would require transportation. Parents will be asked to sign a blanket permission slip for trips that are within walking distance from the center, i.e. parks, library or local businesses. Students training in the fields of childcare and education occasionally visit EarlyVentures for observation, practicum, or student teaching. Parents will be asked to sign permission forms

before their child participates in any formal observation. Parents will also be asked to sign a form before their child's picture is used for publicity.

SECONDARY PARKS

Our secondary parks are Odd Fellows Park, Way Park, and Cherry Park. Parks are within walking distance of Longfellow school.

PROGRAM QUALIFICATIONS

- Children that are four years old and older are expected to be toilet trained and to be able to use a typical toilet independently.
- Children must be able to independently participate in developmentally appropriate group settings with similar age peers.
- Children must be able to independently follow simple directions appropriate to the child's age.
- Children must have the ability to play and work cooperatively with similar age peers without adult facilitation.
- Appropriate to the child's age, children must be able to safely and successfully transition from one activity to another.
- Children must be able to be successful in a group setting that is consistent with the Department of Human Services staff to student ratios for child care.
- Appropriate to the child's age, children must be able to independently participate in the general education curriculum.

POLICY ON SERVICES TO CHILDREN WITH SPECIAL NEEDS

EarlyVentures is not designed to provide long-term 1:1 assistance for children. If a child receives 1:1 student support in the classroom, or has a behavior plan developed, EarlyVentures must have a meeting with the family prior to the start date in order to determine the appropriate level of support needed to help the child be successful. Information regarding a student's needs will not be used to prohibit a child's enrollment in EarlyVentures, unless it is determined they will need significant assistance beyond our program's capabilities.

Rationale: As a public institution, Northfield Public School's Community Services Division strives to provide equal access and opportunity for all people. However, since programs offered through Community Services are fee based, our program is equally obligated to provide affordable services for the broadest possible spectrum of the population. Unlimited access for children with special needs would significantly increase costs and could result in the complete elimination of multiple programs. Limiting access to only those children who can be included with no additional support, though, is clearly not in keeping with our mission as a public agency. Accordingly, this policy has been developed after reviewing case law regarding program access of a community service for disabled individuals under the rehabilitation act. The purpose of the policy is to provide maximum access for

children with special needs while preserving the affordable nature of the program for the public at large.

Pre-enrollment Conference and Release of Information: Parents of a child with special needs who wish to enroll the child in EarlyVentures are asked to contact the Ventures Coordinator. A pre-enrollment conference will be held to discuss the nature of the special need and the extent of support services which are needed. At this conference, parents will be informed of the Community Services policy of consulting with school staff and examining student files if the child is enrolled in the Northfield Public Schools. If the child is not enrolled in programs provided by the Northfield School District, parents will be asked to sign a release of information for other agencies/schools that are currently providing services for the child. These releases are not mandatory in order for services to be provided, but will result in a more complete individual service plan.

Provision of Additional Financial Resources: If it is determined that additional financial resources are necessary in order to make the program accessible and beneficial, the following procedures will be used.

1. Modifications which are necessary to make facilities accessible will be undertaken by the school district if they are economically feasible. These may include but are not limited to bathroom grab bars, wrist operated sinks, etc. If these modifications are not feasible, providing accessibility through use of mobility aides, etc. will be pursued. In these cases, the provisions included in Item 2 will apply.
2. Items which are considered personal support services are the responsibility of the specific program in which that particular child is involved, provided that they do not increase the cost of the service by more than 5%. If the cost does exceed 5%, additional costs will be the responsibility of the parent. Examples of personal support services may include, but are not limited to, transportation, mobility aides, behavior management aides, and/or nursing services for children that are medically fragile or have multiple handicaps.
3. Should it be necessary for parents to seek financial assistance to cover increased costs, EarlyVentures staff will be available to assist them in locating possible sources of help through community agencies and organizations.

Implementing and Monitoring the Individual Service Plan: The coordinator of a particular program in which the child is enrolled will be responsible for developing a service plan. This plan must be in place within 1 week of the date on which the child began using the service, and a summary of the plan will be reviewed with the parent and placed in the child's file. Site visits from special education staff or staff of other agencies that provide service to the child will be arranged to obtain input and suggestions. Consultation with classroom teachers will also be scheduled as appropriate. The Ventures Coordinator is responsible for obtaining this information, including it in the child's plan, and making sure that any staff members who work with the child are familiar with the contents of the plan. All individual service plans must be reviewed and approved in writing by the Ventures Coordinator and the parent of the child. Modifications in the service plan will be made as necessary with joint approval of parents and staff. Any changes in the plan will be documented in writing and placed in the child's file. Any information concerning the child that is written in the staff log will be shared with the parents in a timely manner.

Policy on Behavior Management: Children who have been specified as special education students or students whose behavior cannot be managed through the application of existing behavior guidance policies that are in place for the various programs, will be considered special needs children for the purpose of this policy. This definition will be applied whether behavior problems result from temporary individual stresses, mental impairment, as a result of neglect or abuse, or as a result of long term emotional and behavioral disorders. In cases when these behaviors are documented prior to the enrollment of the child, the procedures used will be the same as those described previously for serving children with special needs. If the problem surfaces after the child is enrolled, a conference will be scheduled in accordance with existing behavior management policies. The purpose of the conference will be the same as that of the pre-enrollment conference already described. Timelines for the development and implementation of an individual service plan will also be the same as those previously mentioned.

Termination of Services: If the staff determines that an individual behavior guidance plan is not effective and no other options are available, it is possible that service will no longer be provided for that child. Termination of services will be considered if the child constitutes a danger to other participants, him/herself, if behavior is so disruptive that it prevents the accomplishment of overall program goals, if the child cannot participate in a group setting with similar age peers, or if the child consistently requires more staff attention than is allotted in licensing ratios. The decision to terminate services will be the responsibility of the Ventures Coordinator.

BEHAVIOR GUIDANCE POLICIES

The center's daily scheduling, curriculum plans, classroom arrangement, and staffing pattern are designed to promote positive and enjoyable learning experiences, including respectful and trusting relationships between adults and children. To provide for the safety of all children, as well as the individual development of each child's self-help and self-control skills, staff maintain daily routines and provide appropriate limits for each group. These routines and limits are frequently discussed and defined with the children. Consistency and knowing what to expect throughout the day helps children develop a sense of trust and understanding of their environment and encourages self-control. The goals of child guidance are to help children develop safe and appropriate ways of interacting with others and with the environment and to develop internal self-control. Young children learn by experimenting, testing limits, and experiencing logical consequences of their behavior.

EarlyVentures operates on the premise that young children are never "bad." Many discipline problems arise from too much excitement or over stimulation, rather than direct disobedience. Continual positive reinforcement will be used to encourage acceptable behavior. Staff work towards changing behaviors using positive techniques. These techniques include, but are not limited to the following:

1. Working with the children to develop rules that are stated at the children's developmental level.
2. Clarifying the consequences of not following rules before an incident occurs.
3. Having age-appropriate expectations for children.

4. Allowing children time to practice following new rules and acceptable alternatives to problem behavior in order to reduce conflict.
5. Reinforce desirable behavior by praising or rewarding the child. When the child realizes that attention comes from appropriate behavior, that behavior is more likely to continue.
6. Provide immediate and directly related consequences for a child's unacceptable behavior.
7. Ensure that each child is provided with a positive model of acceptable behavior.
8. Redirect children away from the problem toward a constructive activity in order to reduce conflict.
9. Teaching children how to use acceptable alternatives to problem behavior in order to reduce conflict.
10. Short breaks, which are noted and logged.
11. Protect the safety of children and staff persons.

Biting: Unfortunately, biting is a natural development stage that many children go through and it is one of the most common and difficult behaviors in a child care setting. Biting can occur without warning and it provokes a strong emotional response from all involved parties. Biting typically tends to be a temporary stage, most common in children ages 13-24 months. Toddlers may bite for a number of reasons as they are in the process of learning socially acceptable responses to their environment and given situations. Toddlers often bite as a result of teething, frustration, over-stimulation, impulsiveness, excitement, lack of self-control, attempting to get attention, lack of verbal skills, or even hunger.

EarlyVentures staff work with all children to promote socially acceptable responses and behaviors. Biting is addressed in all classrooms, but a consistent curriculum is used more specifically in the toddler room. The curriculum includes a variety of age-appropriate books about biting and an assortment of games that help children learn what teeth are used for and when teeth should not be used. Group time often includes questions such as, "What do we put in our mouth?", "What are our teeth for?", and "What can we eat?" as well as having children practice "using their words." "No Biting" pictures are also posted in the room.

EarlyVentures staff also complete an annual training called "When Biting Happens" to review helpful tips on biting prevention as well as circumstances or situations that often provoke biting.

Should a biting incident occur at EarlyVentures, staff address the biter in a firm, matter-of-fact voice (not angry or yelling) saying, "No biting. Biting Hurts! Teeth are for eating food." Staff comment on how the other child is feeling. "Look, _____ is crying. S/He is crying because you bit him/her. Biting hurts." Staff may also have the biter comfort the other child by bringing them an ice pack. The biter is redirected to another activity or separated from the group and placed on a break. The child that has been bitten is comforted and the bitten area is washed with warm water and soap. An ice pack is applied. The biter sees the sympathy and comfort towards the bitten child. An incident report

is filled out by staff and logged in the incident binder. Families of both the biter and the bitten are notified.

Should a child bite repetitively, staff will meet with the biter's parents to create a biting plan of action. Every biting occurrence, including attempted bites, will be charted and location, time, participants, behaviors, staff present, and circumstances will be indicated. Staff and parents will look for any patterns in the biting and both will consistently encourage the use of words to express feelings and emotions. Biting plans will be tailored to the individual child and appropriate steps will be implemented.

BEHAVIOR POLICIES

If staff's attempts at discipline do not work and a child continues to exhibit persistent unacceptable behavior, the following will occur in the EarlyVentures preschool classrooms:

1. Parents will be notified, informing them of the reason for referral, previous action by staff, and the actions taken by the disciplinary personnel. Staff will continue to observe the child's unacceptable behavior and record incidents and staff responses.
2. When a child's behavior is continually upsetting or dangerous to others or the staff, a conference will be called with the parents. A behavior plan will be developed. The plan will include specific details working towards eliminating the behavior problems. Suggestions may include, but are not limited to, environmental changes, incentive programs, more direct services and/or professional services, and referrals for behavior assessments.
3. If the problem is still not resolved, the following actions will occur:

Behavior Incident Reports: A Behavior Incident Report is completed when a serious disciplinary action occurs. Behavior such as violent outbursts, willfully hurting other children, throwing objects, inappropriate language, leaving the room/building/group, verbal or physical abuse of the staff, not listening to staff or following directions, creating an unsafe environment, or the inability to adjust to the program guidelines will be considered serious disciplinary concerns. Charges will be assessed for behavior leaves resulting in 1, 3, and 5 days off. Should a child receive a sixth Behavior Incident Report, charges will end with the last date of service, and alternate care must be found immediately as the child will not be allowed to return to the program.

1st Behavior Incident Report: Parents/guardians, site staff, and child will discuss the behavior to resolve the situation. Parents/guardians will be informed that "should a second Behavior Incident Report occur, a meeting will be scheduled to include the parent/guardian, child, site staff, and Site Leader."

2nd Behavior Incident Report: Parents/guardians will be contacted for a meeting to include the parent/guardian, child, site staff, and Site Leader. The process continues should a parent/guardian refuse to attend a meeting. Parents/guardians will receive a written warning that "should a third Behavior Incident Report occur, the child will need to take a one day leave of absence from the program."

3rd Behavior Incident Report: Parents/guardians will be notified by telephone or in person that the child will need to take a one-day leave of absence from the program on the next scheduled day. (Fees will be charged during this absence.)

Parents/guardians will receive a written warning that "should a fourth Behavior Incident Report occur, the child will need to take a three-day leave of absence from the program."

4th Behavior Incident Report: Parents/guardians will be notified by telephone or in person that the child will need to take a three-day leave of absence from the program beginning with the next scheduled day. (Fees will be charged during this absence.)

Parents/guardians will receive a written warning that "should a fifth Behavior Incident Report occur, the child will need to take a five-day leave of absence from the program."

5th Behavior Incident Report: Parents/guardians will be notified by telephone or in person that the child will need to take a five-day leave of absence from the program beginning with the next scheduled day. (Fees will be charged during this absence.)

Parents/guardians will receive a written warning that "should a sixth Behavior Incident Report occur, the parent/guardian will be required to find alternate child care immediately. The child will not be able to return to the program. Charges will end with the date of the sixth Behavior Incident Report."

6th Behavior Incident Report: Parents/guardians will be notified by telephone or in person that alternate care will be needed immediately, as the child will not be able to return to the program. Charges will end with the date of the sixth Behavior Incident Report.

EarlyVentures Prohibits the Subjection of a Child to Corporal Punishment: This includes, but is not limited to, rough handling, shoving, hair pulling, ear pulling, shaking, slapping, kicking, biting, pinching, hitting, or spanking.

EarlyVentures Prohibits the Subjection of a Child to Emotional Stress: This includes, but is not limited to, name calling, ostracism, shaming, making derogatory remarks about a child or the child's family, and using language that threatens, humiliates, or frightens the child.

EarlyVentures also prohibits:

1. Punishment for lapses in toileting
2. Withholding food, light, warmth, clothing, or medical care as a punishment for unacceptable behavior
3. The use of physical restraint other than to physically hold a child where containment is necessary to protect a child or others from harm
4. The use of mechanical restraints, such as tying
5. No child may be separated from the group unless the following has occurred:
 - A. Less intrusive methods of guiding the child's behavior have been tried and were ineffective
 - B. The child's behavior threatens the well-being of the child or other children in the program

A child who requires separation from the group must:

- A. Remain within an unenclosed part of the classroom where the child can be continuously seen and heard by a program staff person
- B. The child's return to the group must be contingent on the child's stopping or bringing under control the behavior that precipitated the separation.
- C. The child must be returned to the group as soon as the behavior that precipitated the separation abates or stops

Children between the ages of six weeks and 16 months must not be separated from the group as a means of behavior guidance.

All separations from the group must be noted on a daily log that must include: the child's name, the staff person's name, time, date, information indicating that less intrusive methods were used to guide the child's behavior, and how the child's behavior continued to threaten the well-being of the child or other children in care.

If a child is separated from the group three or more times in one day, the child's parent shall be notified and the parent notification shall be indicated on the daily log. If a child is separated five or more times in one week, eight times or more in two weeks, the procedures for Persistent Unacceptable Behavior must be followed.

A copy of the center's behavior guidance policy as defined by the State of Minnesota - Department of Human Service, Division of Licensing, is on display at the center. A copy is also available from the program coordinator at any time. The policy defines the general requirements of behavior guidance, procedures for persistent unacceptable behavior and actions that are prohibited by either staff or children.

PETS

EarlyVentures will inform parents and obtain signed permission before any pets are housed at the center or any pets visit the center.

PARENT VISITS

Parents are welcome to visit the center at any time during the normal hours of operation. We encourage family volunteers in our classrooms. Please speak with the site leader for further information.

TELEPHONE NUMBER FOR DIVISION OF LICENSING

If you have questions, concerns, or complaints about your child's care, the telephone number of the Department of Human Services - Division of Licensing is 651-431-2000.

TOYS

EarlyVentures asks that all children leave their toys at home. Small, soft toys such as stuffed animals are allowed during rest time for children in the toddler and preschool rooms or infants that are over a year and sleeping on a cot. Musical or noise-making toys will not be allowed as they may disturb others that are napping. Children may also bring a toy from home when there is a scheduled "show and share" day. All other toys should be left at home or will be placed in the child's cubby to be taken home at the end of the day. Toy weapons or toys that contain any weapons are not welcome at any time. Our center is fully equipped with an adequate supply of age-appropriate toys for the children and toys brought from home often create problems. EarlyVentures cannot be held responsible for lost, broken, or missing items.

MANDATED REPORTING/MALTREATMENT OF MINORS (SEE ATTACHED DHS DOCUMENTS)

Children need a safe, nurturing environment that allows them to grow, learn, and feel loved by their caretakers. In order to grow and learn, children's minimum needs for good nutrition, shelter, medical care, bathing, clean clothes, intellectual stimulation, appropriate discipline, love, a feeling of importance, and a safe, non-violent home setting must be met. When these needs are not met, a child cannot grow and learn as easily. If you are temporarily or permanently unable or unwilling to meet your child's minimal needs as just described, EarlyVentures staff is mandated by Minnesota State Law to file a report with a county child protection agency. It then becomes the role of Child Protection to work with your family to ensure that your child's needs are being met. Should you have difficulty in providing for your child's emotional or physical needs, or safety, you are encouraged to ask for help. Our staff will help you find a community resource that can offer assistance. Some 24-hour community resources which can help you when you find that you are experiencing more stress than you can handle, include:

Parents Anonymous 1-800-225-4073
Rice County Crisis Hotline 1-800-607-2330
Rice County Child Protection 1-507-332-6214
Rice County Crisis Nursery 1-507-332-6255
Department of Human Services, Division of Licensing Maltreatment Intake Line 651-431-6600
Department of Human Services, Division of Licensing 651-431-6500

EarlyVentures expresses a commitment to provide an environment that encourages every child's safe growth and learning. If you feel that our staff is not meeting your child's needs, we encourage you to talk with the site leader. Should you feel your child's needs are consistently not being met, our staff will work with you to identify your child's needs and assist you in meeting them. As mandated reporters, EarlyVentures staff are required to make a report if there is reason to believe that a child is currently being neglected, abused, subjected to witnessing domestic abuse, or has been within the past three years.

INTERNAL REVIEW

When an internal or external report of alleged or suspected maltreatment has been made, EarlyVentures will complete an internal review within 30 calendar days and will take corrective

action, if necessary, to protect the health and safety of children in care. The internal review will include an evaluation of whether:

1. Related policies and procedures were followed;
2. The policies and procedures were adequate;
3. There is a need for additional staff training;
4. The reported event is similar to past events with the children or the services involved; and
5. There is a need for corrective action by the license holder to protect the health and safety of the children in care.

The internal review will be conducted by the Ventures Coordinator. If the Ventures Coordinator is involved in the alleged or suspected maltreatment, the Director of Community Services will be responsible for completing the internal review.

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

NORTHFIELD SCHOOL BOARD POLICY REGARDING SEXUAL HARASSMENT AND SEXUAL VIOLENCE

- I. GENERAL STATEMENT OF POLICY** Sexual harassment is a form of sex discrimination, which violates Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000e, et seq., and Minnesota Statute 363.01-14, the Minnesota Human Rights Act. Sexual violence is a physical act of aggression that includes a sexual act or has a sexual purpose.

It is the policy of Independent School District N. 659 to maintain a learning and working environment that is free from sexual harassment and sexual violence. The School District prohibits any form of religious, racial, or sexual harassment and violence. It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the School District to harass a pupil, teacher, administrator or other school personnel through conduct or communication of a sexual nature or regarding religion and race as defined by this policy. (For purposes of this policy, school personnel include school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the District.)

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the School District to inflict, threaten to inflict, or attempt to inflict religious, racial or sexual violence upon any pupil, teacher, administrator or other school personnel. The School District will act to investigate all complaints, either formally or informally, verbally or written, of religious, racial, or sexual harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy.

- II. SEXUAL HARASSMENT/SEXUAL VIOLENCE DEFINED** Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
1. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education

2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education

3. That conduct or communication purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.

A. Sexual harassment/violence may include but is not limited to:

1. Unwelcome verbal harassment or abuse

2. Unwelcome pressure for sexual activity

3. Unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of pupil (s) by teachers, administrators or other school personnel to avoid physical harm to persons or property;

4. Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;

5. Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status

6. Unwelcome behavior or words directed at an individual because of gender.

B. Racial Harassment-Definition: Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct:

1. Has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment.

2. Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance

3. Otherwise adversely affects an individual's employment or academic opportunities.

C. Religious Harassment-Definition: Religious harassment consists of physical or verbal conduct which is related to an individual's religion when the conduct:

1. Has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment

2. Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance

3. Otherwise adversely affects an individual's employment or academic opportunities.

D. Sexual Violence- Definition: Sexual violence is a physical act of aggression or force or the threat thereof, which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statutes Section 609.341, including the primary genital area, groin, inner thigh, buttocks or breast, as well as clothing covering these areas.

E. Racial Violence- Definition: Racial violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race.

F. Religious Violence- Definition: Religious violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion.

G. Assault- Definition: Assault is:

1. An act done with intent to cause fear in another of immediate bodily harm or death
2. The intentional infliction of or attempt to inflict bodily harm upon another
3. The threat to do bodily harm to another with present ability to carry out the threat.

III. REPORTING PROCEDURES Any person who believes he or she has been the victim of religious, racial, sexual harassment, or violence by a pupil, teacher, administrator or other school personnel of the School District, or any person with knowledge or belief of conduct which may constitute religious, racial, or sexual harassment or violence toward a pupil, teacher, administrator or other school personnel should report the alleged acts immediately to an appropriate School District official designated by this policy. The School District encourages the reporting party or complainant to use the report form available from the principal of each building or available from the School District office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a District Human Rights Officer or to the Superintendent.

A. In Each Building: The building principal is the person responsible for receiving oral or written reports of religious, racial, or sexual harassment or violence at the building level. Any adult School District personnel who receives a report of religious, racial or sexual harassment, or violence shall inform the building principal immediately. Upon receipt of a report, the principal must notify the School District Human Rights Office immediately, without screening or investigating the report. The principal may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the Human Rights Officer. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the Human Rights Officer. Failure to forward any harassment or violence report or complaint as provided herein will result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed directly with the Superintendent or the School District Human Rights Officer by the reporting party or complainant.

B. In the District: The School Board hereby designates Denise Griffith as the School Districts Human Rights Officer to receive reports or complaints of religious, racial, or sexual harassment or violence. If the complaint involves a Human Rights Officer, the complaint shall be filed directly with the Superintendent. The School District shall conspicuously post the name of the Human Rights Officer including mailing address and telephone number.

C. Submission of a Good Faith Complaint or report of religious, racial or sexual harassment or violence will not affect the complainant or reporter's future employment, grades or work assignments.

D. Use of formal reporting forms is not mandatory.

E. The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the School District's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

- IV. INVESTIGATION** By authority of the School District, the District Human Rights Officer(s), upon receipt of a report or complaint alleging religious, racial or sexual harassment or violence shall immediately undertake or authorize an investigation. This investigation may be conducted by School District officials or by a third party designated by the School District. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

In determining whether alleged conduct constitutes a violation of this policy, the School District should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationship between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

In addition, the School District may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged religious, racial or sexual harassment or violence. The investigation will be completed as soon as practicable. The School District Human Rights Officer shall make a written report to the Superintendent upon completion of the investigation. If the complaint involves the Superintendent, the report may be filed directly with the School Board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

V. SCHOOL DISTRICT ACTION

A. Upon receipt of a report, the School District will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. School District action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and School District policies.

B. The result of the School District's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the School District in accordance with state and federal law regarding data or records privacy.

- VI. REPRISAL** The School District will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who reports alleged religious, racial or sexual harassment or violence or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

VII. HARASSMENT OR VIOLENCE AS ABUSE Under certain circumstance, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. §626.556 may be applicable. Nothing in this policy will prohibit the School District from taking immediate action to protect victims of alleged harassment, violence or abuse.

VIII. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to pupils and staff members.
- B. The School District will develop a method of discussing this policy with students and employees.
- C. This policy shall be reviewed at least annually for compliance with state and federal law.

GRIEVANCE PROCEDURE

Reporting Form: All program participants and parents are encouraged and shall be given opportunities for observation, input, suggestions, and involvement in the program. However, all complaints and special requests shall be made through appropriate channels. Any participant who believes they have a grievance with the program may fill out the form below. Use of the form is not mandatory. If needed, please follow steps of action and report to:

- 1. Site Leader
- 2. Ventures Coordinator
- 3. Community Services Director
- 4. Superintendent of Schools
- 5. School Board

Name:

Program:

Date:

Brief description of what has taken place: (who, what, where, when)

Signature: _____ **Date:** _____

A written reply will be given to any written grievance within 10 days.

STAFF POLICIES

- 1. Children are to be supervised at all time. Children are not to be left in a room or on the playground alone, even for a few minutes. All ratios will always be met.

2. Staff members are to engage and interact with children, not isolate themselves or converse at length with other staff members.
3. Discipline is to be dealt with in a positive manner. Talk to the child without raising your tone of voice. Try to determine the child's reason for the misbehavior. Consult the center's discipline policy for further details and follow accordingly. If separation from the group is necessary, a written report must be filed.
4. Children are expected to treat others with respect. They learn by example and their role model is you.
5. The staff is expected to sit with the children during snack and meal times.
6. All employees will be hired for a six month probation period. Employees will be evaluated following Northfield Public School's evaluation process.
7. EarlyVentures childcare center does not discriminate in its hiring practices. E.O.E.
8. Teachers and Assistant Teachers are required to have standard first aid and CPR training within 90 days of the start of work.
9. In-service training equal to 2% of the total hours worked is required by the State of Minnesota in order for a staff member to remain working.
10. ISD #659 is a smoke free district. Smoking is not allowed in any district building or on its grounds.
11. All records at the childcare center are to be kept confidential. This includes, but is not limited to: children's records, personnel records, accident, and discipline reports. Staff will release records only to those people who have access as required by law.
12. As per DHS rule 17 Part 9543.1020, subpart 14, drug and alcohol use is prohibited. Individuals, subcontractors, and volunteers when directly responsible for children served by the program are prohibited from abusing prescription medication or being under the influence of a controlled substance or alcohol. This includes any level of use that impairs or could impair the person's ability to provide care or services.

RISK REDUCTION PLAN

EarlyVentures has developed a Risk Reduction plan in order to comply with Minnesota Statutes, section 245.66 subdivisions 2 and 3. Risk Reduction Plans are in place to assess risks among children in our environment and ensure there are procedures, policies, and staff trainings in place for all risks determined. The Risk Reduction Plans is available on site at EarlyVentures and will be reviewed annually. All EarlyVentures staff will receive an orientation to the Risk Reduction plan prior to first providing unsupervised direct contact services and will review it annually thereafter.

Appendix A: Procedures for ALC Student's Child(ren) Accessing Early Ventures.

1. The ALC student's child must be eligible for county support (Child Care Assistance Program (CCAP)) to pay for the cost of Early Ventures. CCAP does not cover Early Ventures full daily rate, thus the ALC will be responsible for covering all charges the county does not cover.
2. The ALC student has to be enrolled in, or have successfully completed, the parenting class offered through the ALC. The class will be taught by a Community Services Parent Educator.
3. The ALC needs to notify Early Ventures no later than February 1st of how many summer and school year INFANT slots the ALC would like to hold and pay for. A child can be considered an infant and be enrolled in the infant room until they turn 19 months. Due to current families, Early Ventures will not hold TODDLER slots.
4. If a new toddler or preschool spot is needed for the ALC, Early Ventures will determine if space is available after Early Ventures' current family registration (typically held in early-mid February). If space is available for a new toddler or preschooler, the ALC will need to determine if they want to commit and pay for the slot prior to Early Ventures' new family registration (1st week of March).
5. If a current ALC student that has a child enrolled in Early Ventures is not graduating at the end of the school year and will need an Early Ventures slot (in any room) the following year, the ALC student will be treated as a current family and will need to follow all current family registration guidelines.
6. If an ALC student is enrolled in Early Ventures' summer program, the ALC will be charged for the entire summer, not just days the ALC is in session. This will also allow the ALC student to access childcare in August or days the ALC is not in session.
7. The ALC will be charged all registration and snack fees for each ALC student's child in Early Ventures. Child Care Assistance typically does not cover these fees.

Updated: May 7, 2018

Appendix B: EarlyVentures Emergency Preparedness Plan

Clear Form



Child Care Emergency Plan

Before completing this set of forms, please read the [Keeping Kids Safe planning guide](#) that includes instructions on how to complete these forms.

IMPORTANT: If you are not able to complete this form online, click Print Blank Form to print the form and complete it by hand.

Print Blank Form

Provider Information

DATE 7/22/2017		Provider Information	
PROVIDER NAME EarlyVentures at Longfellow School			
ADDRESS 201 Orchard Street	CITY Northfield	STATE MN	ZIP CODE 55057
PHONE NUMBER 507-645-1248	EMERGENCY PHONE 507-645-1216		

Shelter-in-Place/Lockdown Procedures

If we need to stay in the building due to an emergency, the following procedures will be followed

LOCATION 1 IN BUILDING Within each classroom. Close/lock classroom door, pull shades, quietly sit kids away from windows or doors.	LOCATION 2 IN BUILDING Infant/Toddler Room; Close/lock classroom door, cover door windows, quietly sit kids away from the door.
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PROCEDURES FOR SHELTER-IN-PLACE/LOCKDOWN

Describe your procedures (who, what, where, when).

1. Stay Put Lockdown (threat is OUTSIDE of the building)

- Building administrator will order and announce "this is a stay put lockdown"
- Bring people inside (if outside of the building)
- If applicable, available staff (typically the building administrator) presses the lockdown button in the main office. This will call 911 immediately, locks all outside doors, disables card readers for non admin staff, and closes fire doors in the hallway. A blue strobe light will turn on outside of the main entrance and a horn will sound to notify visitors of a lockdown.
- Staff move all students in to classrooms and closes the door. Clear hallways, restrooms, and other rooms that cannot be secured.
- Pull shades and keep students away from windows.
- Report all missing students to building administrator
- Control all movements, but continue daily operation
- Do not allow students out of the classroom until the building administrator or designee announces the "all clear" (Since EV's daily operation includes children moving from one location to another, staff should still allow, but use extra precaution. As always, staff should be with a child/children moving from one location to another.)

****** If a stay put lockdown happens during after school/office hours, use best judgment about parents picking up. If the threat is not immediately outside of the building, EV staff can monitor the door and let parents/designated pick ups in to pick up their child. Staff should also monitor children in the hallways, always making sure that children are within site and sound when moving from one location to another.

2. Duck and Cover Lockdown (threat is INSIDE of the building)

- Building administrator or designee announces "this is a duck and cover lockdown"
- Immediately direct all students, staff, and visitors into the nearest classroom or secured space. Classes that are outside of the building should NOT enter the building. Move all classes that are outside to the primary evacuation location (St. John's Lutheran Church)
- If applicable, available staff presses the lockdown button in the main office. This will call 911, immediately locks all outside doors, disables card readers for non admin staff, and closes fire doors in the hallways. A blue strobe light will turn on outside the main entrance and a horn will sound to notify visitors of a lockdown.
- Lock all classroom doors to prevent entry from the outside.
- Move people away from windows and doors. Turn off lights.
- Instruct kids to remain as silent and still as possible
- Keep out of site
- Continue the duck and cover until a building administrator or designee announces the "all clear". (This may be a police officer).
- IGNORE all fire alarms, sprinkler system activation, class bells, etc.
- Do NOT respond to anyone at the door until the "all clear" has been given
- Building administrator or designee will announce the "all clear" and give directions on how to proceed.

****** It is important to remember that if a duck and cover lockdown happens during the beginning or ends of the day, it is a time when families are picking up/dropping off. During a duck and cover, nobody should be allowed in/out of the building or in/out of a classroom. Even if you know the parent outside of the door, do not let them in.

Shelter-In-Place/Lockdown for Children with Disabilities or Chronic Medical Conditions:

Include any special circumstances or procedures needed for children with disabilities or chronic medical conditions.

Accommodations will be put in place should children need specialized procedures for shelter-in-place/lockdown. All EV medications will be kept in the classroom's emergency backpack that can be accessed during lockdown and is the first item grabbed during an evacuation.

Notification

EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN

Emergency responders will be notified when the lockdown button is pressed or when the threat reaches levels 2-4. (Level 1 and 2 may just involve the school resource office)

PARENTS/GUARDIANS WILL BE NOTIFIED WHEN

Families will be notified when the threat reaches levels 2-4 or when there is an incident that significantly alters the daily schedule or daily operation of the program.

Emergency Kit

Describe the content of your emergency kit, who will be responsible for it, and where it will be stored.

The primary Early Ventures emergency kit will be kept in the Butterfly Room. At the time of the incident, the EV Site Leader will be responsible for it. If the Site Leader is not available, any Ventures staff can be responsible for it.

The emergency kit will contain the following:

1. First Aid Kit
 - Sterile bandages and band aids
 - Sterile compresses
 - Scissors
 - Disposable Ice Pack
 - Thermometer
 - Adhesive Tape
 - Current first aid manual
2. Flashlight with spare batteries
3. Emergency plan flip chart
4. Current class roster, attendance, and/or sign in/out
5. Disposable gloves
6. Notepad and pencils

Evacuation and Relocation Procedures

If we need to evacuate our site and relocate to another site, the following procedures will be followed

EVACUATION ROUTES/EXITS

Show how you and the children will leave from any room in the building.

Please see the maps following this document

EVACUATING INFANTS/TODDLERS

Describe any special circumstances or procedures needed for evacuating infants and toddlers from the building.

Infants and toddlers may be placed in strollers, wagons, cribs, and/or carriers for a quicker and easier evacuation.

Evacuating Children with Disabilities or Chronic Medical Conditions

Describe any special circumstances or procedures needed for evacuating children with disabilities or chronic medical conditions from the building including procedures for storing a child's medically necessary medicine.

Accommodations will be put in place should children need specialized procedures for evacuation. All EV medications will be kept in the classroom's emergency backpack that can be accessed during lockdown and is the first item grabbed during an evacuation.

Notification

EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN

The school resource officer will generally be notified if the threat is Level 1. At Level 2, the school resource office may request assistance from the police department. Level 3 requires a moderate response from the police department and Level 4 dictates an intense response by local law enforcement.

PARENTS/GUARDIANS WILL BE NOTIFIED WHEN

Families will be notified when the threat reaches levels 2-4 or when there is an incident that significantly alters the daily schedule or daily operation of the program.

Emergency Kit

Describe the content of your emergency kit, who will be responsible for it, and where it will be stored.

The primary Early Ventures emergency kit will be kept in the Butterfly Room. At the time of the incident, the EV Site Leader will be responsible for it. If the the Site Leader is not available, any Ventures staff can be responsible for it.

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 - Sterile compresses
 - Scissors
 - Disposable Ice Pack
 - Thermometer
 - Adhesive Tape
 - Current first aid manual
2. Flashlight with spare batteries
3. Emergency plan flip chart
4. Current class roster, attendance, and/or sign in/out
5. Disposable gloves
6. Notepad and pencils

Relocation - Location 1

BUILDING NAME St. John's Lutheran Church		REASON(S) TO EVACUATE TO LOCATION 1 Threat is INSIDE LF and evacuation has been called	
ADDRESS 500 3rd St. W.	CITY Northfield	STATE MN	ZIP CODE 55057
PHONE NUMBER 507-645-4429	EMERGENCY PHONE		
TRANSPORTATION TO LOCATION 1 Walking feet			
OTHER DETAILS St. John's is located across the playground/field from LF.			

Relocation - Location 2

BUILDING NAME Northfield Middle School		REASON(S) TO EVACUATE TO LOCATION 2 Primary location is not available	
ADDRESS 2200 Division St. S.	CITY Northfield	STATE MN	ZIP CODE 55057
PHONE NUMBER 507-663-0650	EMERGENCY PHONE		
TRANSPORTATION TO LOCATION 2 Benjamin Bus			
OTHER DETAILS If the primary and secondary locations are unavailable, the building administrator and/or law enforcement will communicate next steps.			

Relocation - Location 3

BUILDING NAME St. Olaf College, Buntrock Commons		REASON(S) TO EVACUATE TO LOCATION 2 Primary and secondary locations are unavailable	
ADDRESS 1500 St. Olaf Ave	CITY Northfield	STATE MN	ZIP CODE 55057

PHONE NUMBER 507-786-2222	EMERGENCY PHONE
TRANSPORTATION TO LOCATION 2 Benjamin Bus	
OTHER DETAILS If the threat is community wide (ex. tornado has destroyed the entire town), all three relocation sites may be unavailable. Staff should wait for instructions from a building administrator before evacuating. If the entire town has been devastated, administrators will work on finding a secure relocation site in a safe area, perhaps in a neighboring town.	

Parent/Guardian and Child Reunification Procedures

If we need to evacuate, shelter-in-place, or when parents/guardians/guardians are unable to get to children, the following procedures will be followed to reunite children with parents/guardians or designated contacts as soon as it is safe.

Notification

PARENTS/GUARDIANS WILL BE NOTIFIED WHEN Families will be notified when the threat reaches levels 2-4 or when there is an incident/threat that significantly alters the daily schedule or daily operation of the program. Any time children need to be relocated, families will obviously be notified.
PARENT/GUARDIAN CONTACT INFORMATION WILL BE MAINTAINED IN THIS LOCATION Emergency information for each student will be kept in the emergency kit. Information can also be found through the online registration system (site leaders have access).

Release

Children will only be released to parents/guardians or other individuals listed on the child's form (with proper identification)

OTHER DETAILS ABOUT REUNIFICATION Children will be kept in a safe, secure space away from the threat and away from the location's entry. Children will not be released until a staff person has properly ID'd the parent/guardian picking up.
--

Continuing Operations Procedures

In the period during and after a crisis, the following procedures will be followed regarding continuing operations.

Notification and Decision Making

The following people will need to be notified and be a part of the decision-making process regarding continued operations DURING a crisis Breezy Barrett, Ventures Coordinator, 507-645-1245 or 507-664-3750 Erin Bailly, Community Services Director, 507-664-3652 Mary Grace Hanson, Longfellow Building Administrator, 507-645-3436 Matt Hillman, Superintendent, 507-663-0629
The following people will need to be notified and be a part of the decision-making process regarding continued operations AFTER a crisis Breezy Barrett, Ventures Coordinator, 507-645-1245 or 507-664-3750 Erin Bailly, Community Services Director, 507-664-3652 Mary Grace Hanson, Longfellow Building Administrator, 507-645-3436 Matt Hillman, Superintendent, 507-663-0629
Any additional considerations for operations Follow plans to the best of your ability but also use common sense!

Provider Emergency Contact Information

PROVIDER NAME Early Ventures Learning Center		PROVIDER PHONE NUMBER 507-645-1216	
PROVIDER ADDRESS 201 Orchard Street	CITY Northfield	STATE MN	ZIP CODE 55057

For Emergencies - Dial 911

Public Safety Agencies

CITY (if applicable) Northfield	CONTACT NAME Northfield Police Department		
NON-EMERGENCY NUMBER 507-645-4475		24-HOUR EMERGENCY NUMBER	
COUNTY Rice	CONTACT NAME Monte Nelson, Chief of Police. monte.nelson@ci.northfield.mn.us		
NON-EMERGENCY NUMBER 507-663-9301		24-HOUR EMERGENCY NUMBER	

Utility Emergency Phone Numbers

ELECTRIC	COMPANY Excel Energy	
CONTACT PERSON Any Staff		24-HOUR EMERGENCY NUMBER 800-895-1999
GAS	COMPANY Excel Energy	
CONTACT PERSON Any Staff		24-HOUR EMERGENCY NUMBER 800-895-2999
WATER	COMPANY Qty of Northfield	
CONTACT PERSON Justin Wagner		24-HOUR EMERGENCY NUMBER 607-645-3083

General Emergency Resource Numbers

POISON CONTROL	PHONE NUMBER 800-222-1222
CRIME VICTIM SERVICES	PHONE NUMBER 507-645-4475
POST-CRISIS MENTAL HEALTH HOTLINE	PHONE NUMBER 320-253-5555
FIRE DEPARTMENT Northfield Fire Department; admin@nafrs.org	PHONE NUMBER 507-366-8124
OTHER	PHONE NUMBER
NAME OF INSURANCE AGENCY Northfield Insurance Agency	
INSURANCE CONTACT PERSON Kevin Rogers	PHONE NUMBER 507-645-8861

Licensing Information (If applicable)

LICENSE/CERTIFICATION NUMBER 1042526	
Licensed by: <input type="checkbox"/> STATE <input checked="" type="checkbox"/> COUNTY	
LICENSOR NAME Kimberly Sommers; kimberly.d.sommers@state.mn.us	LICENSOR PHONE 651-431-6258

Child Care Assistance Program (CCAP) Information (If applicable)

CCAP PROVIDER ID 9711	
CCAP AGENCIES REGISTERED WITH Rice County	CCAP AGENCY PHONE NUMBER(S) 507-645-9576

Child Emergency Contact Information

This form is a resource for your emergency preparedness. You should collect each child's emergency contact information and be prepared to take the contact information with you in instances of evacuation and/or relocation. This is information that a parent or guardian can provide you.

CHILD'S NAME Please see attached emergency information for each child in the program	DATE OF BIRTH
---	---------------

Parent/Guardian Contact Information

PARENT/GUARDIAN 1				
NAME			RELATIONSHIP TO CHILD	
ADDRESS		CITY	STATE	ZIP CODE
PHONE NUMBER		ALTERNATE PHONE NUMBER		
EMAIL	WORK EMAIL	WORK PHONE NUMBER		
PARENT/GUARDIAN 2				
NAME			RELATIONSHIP TO CHILD	
ADDRESS		CITY	STATE	ZIP CODE
PHONE NUMBER		ALTERNATE PHONE NUMBER		
EMAIL	WORK EMAIL	WORK PHONE NUMBER		

Emergency Contact Information (not a parent/guardian)

EMERGENCY CONTACT 1 (NOT A PARENT/GUARDIAN)				
NAME			RELATIONSHIP TO CHILD	
ADDRESS		CITY	STATE	ZIP CODE
PHONE NUMBER		ALTERNATE PHONE NUMBER		
EMERGENCY CONTACT 2 (NOT A PARENT/GUARDIAN)				
NAME			RELATIONSHIP TO CHILD	
ADDRESS		CITY	STATE	ZIP CODE

PHONE NUMBER	ALTERNATE PHONE NUMBER
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Non-Parent/Guardians Authorized to Pick up Child (with verification of identification)

Authorized Person 1

NAME	
PHONE NUMBER	RELATIONSHIP TO CHILD

Authorized Person 2

NAME	
PHONE NUMBER	RELATIONSHIP TO CHILD

Authorized Person 3

NAME	
PHONE NUMBER	RELATIONSHIP TO CHILD

Child's Medical Provider Information

NAME		CLINIC	
ADDRESS	CITY	STATE	ZIP CODE
PHONE NUMBER	ALTERNATE PHONE NUMBER		

Child's Dental Provider Information

NAME		CLINIC	
ADDRESS	CITY	STATE	ZIP CODE
PHONE NUMBER	ALTERNATE PHONE NUMBER		

Identification of Hazards

This form is provided as a resource for your emergency preparedness. It allows you to identify the risk of certain hazards occurring, the impact that a hazard could have if it did occur, and how you would continue operating during and after the emergency.

Hazard	Risk of harm, potential impact at your site, and plan for continuing operations during and after the emergency
Fire	<p>Ventures practices at least 5 fire drills during the school year and 3 during the summer. While threat of a fire is minimal, there is always the possibility. Damage would most likely be minimal due to sprinkler systems and advanced technology in our schools.</p> <p>In the event of a fire, notify the building administrator/office or pull the fire alarm. Evacuate students and staff to designated areas. (*Designated areas are at least 100 feet from the building). Be aware of emergency responders. Keep students and staff a safe distance from emergency responders and equipment. Follow the primary fire drill route whenever possible. Follow the secondary route if the first is blocked or dangerous. Staff need to take their emergency kit with an accurate attendance/sign out. If necessary, building administrators may move staff and students to the secondary evacuation site. Staff and students may not enter the building until fire and/or law enforcement deems that it is safe.</p> <p>If fire destroys EarlyVentures classrooms or the school as a whole, EarlyVentures would not be able to continue to operate unless an alternate space was provided. The district would do its best to find alternate space and rebuild a suitable replacement.</p>
Flood	<p>EarlyVentures is not in a flood prone zone. Thus, the potential of a flood is extremely minimal.</p> <p>Should the building flood due to a water main break, staff and students would evacuate the building and go to the primary evacuation site. Should the neighborhood become flooded, students and staff would evacuate to the second or third evacuation site, depending on which one was not flooded. The third option, Buntrock Commons, sits on top of a large hill. The possibility of this being flooded is next to impossible.</p> <p>Should the school continue to be inoperable due to flooding, the district would determine the best alternative of where to hold school. Wherever classes were moved to, Ventures would follow suit and would need space to operate. If damage to the school was minimal, school and Ventures just may need to be closed until the building can be properly cleaned.</p>
Gas/Chemical Leaks	<p>The risk of a gas or chemical leak is minimal, especially since Longfellow does not house any science lab areas.</p> <p>Should there be a gas/chemical leak inside the school, students and staff will evacuate the building. Building administrators and/or fire officials will determine if students and staff need to be relocated to the primary evacuation site or secondary site. District custodians will shut off heating, cooling, and ventilation systems in contaminated areas to reduce the spread of contamination.</p> <p>If the leak is outside of the building in the neighborhood, fire officials or the building administrator will determine if students need to evacuate and to which location they need to evacuate. District custodians will consider closing outside air intake.</p> <p>Students and staff will wait until the "all clear" is given to re-enter the building. Should there be damage to the building, the district will assess the needs of Ventures and determine if other space options need to be investigated. Ventures would close if the school was closed.</p>
Hazardous Materials	<p>The risk of a hazardous material leak is minimal, especially since Longfellow does not house any science lab areas.</p>

	<p>Should there be a hazardous leak inside the school, students and staff will evacuate the building. Building administrators and/or fire officials will determine if students and staff need to be relocated to the primary evacuation site or secondary site. District custodians will shut off heating, cooling, and ventilation systems in contaminated areas to reduce the spread of contamination. District custodians will also seal off the area of the spill/leak and close doors.</p> <p>If the leak is outside the building in the neighborhood, fire officials or the building administrator will determine if students need to evacuate and which location to which they need to evacuate. District custodians will consider closing outside air intake.</p> <p>Students and staff will wait until the "all clear" is given to re-enter the building. Should there be damage to the building, the district will assess the needs to Ventures. If school is closed, Ventures will be closed. Ventures will do its best to operate wherever classes are moved to.</p>
High or Low Temperatures	<p>Living in MN, the probability of high and low temperatures is guaranteed. EarlyVentures follows the district's policy on closing due to extreme weather. If school is closed for the day, EarlyVentures is also closed for the day. If school has delayed start, EarlyVentures will also open two hours late at 8:30 am. If school dismisses early, EarlyVentures will remain open until 2:30 pm. EarlyVentures staff will always remain on site until the last child has been picked up.</p> <p>EarlyVentures generally does not have outdoor recess if the air temperature or wind chill is below zero OR if the heat index exceeds one hundred degrees. EarlyVentures staff will use common sense and base the amount of outside time on weather.</p> <p>EarlyVentures would not remain closed for an extended period due to extreme temperatures.</p>
Infectious Diseases	<p>In working with children, there is always the potential for a pandemic health crisis.</p> <p>When absences for a particular illness are twice the typical absence rate of the student population within a building (ex. 4-5%), the building nurse will file the required MN School-based Illness Report with the Commissioner of Health. Students exhibiting flu-type symptoms will be kept in a separate location from other health room users and parents/guardians will be contacted immediately and asked to pick-up. These students will be required to wear surgical masks while on school property. The area/cot that the student occupied will be cleaned using a disinfectant after each use.</p> <p>The Director of Buildings and Grounds will meet with the District School Nurse and Public Health Nurse to determine if buildings should be cleaned differently and/or more often.</p> <p>Upon notification by the MN Division of Homeland Security and Emergency Management Department of Education or Public Health officials, or upon consultation with the school board regarding a significant risk of spreading the illness and/or lack of staffing to continue the safe operation of the schools; the Superintendent, or Acting Superintendent, shall order the schools closed during the duration of the outbreak. All non-essential staff will be sent home for the duration of the school closure. District custodians will thoroughly clean all buildings.</p> <p>Upon notification by the Department of Education, Public Health or other governmental agency that the pandemic crisis is under control, the Superintendent or Acting Superintendent, shall order the schools reopened.</p> <p>Ventures staff and building nurses will remain on heightened alert, watching for signs of sickness.</p>

Nuclear Power	There is not a nuclear power plant located within the county. A nuclear threat is very minimal.
Severe Winter Weather	<p>In MN, severe winter weather happens annually. Ventures follows the district policy on school closings due to severe winter weather. If the district is closed for the day, Early Ventures will also be closed. If school has a delayed start, Early Ventures will also have a two hour delay and open at 8:30 am. If the district closes early, Early Ventures will close at 2:30 pm.</p> <p>Ventures staff will remain on site until all children are picked up by a parent, guardian, or emergency pickup. Ventures may remain closed until the dangerous weather has dissipated and parking lots, sidewalks, etc. are safe for staff and families to use.</p>
Thunderstorm	Thunderstorms happen on a regular basis through the months of about March/April-October/November. Ventures staff will consistently monitor the weather and will not bring children outside if there is lightening or thunder. If it is only a thunderstorm, staff will continue with regular indoor activities. If the thunderstorm turns severe or in to a tornado warning, staff will follow the district's severe weather/tornado policy. The only time that a thunderstorm would greatly impact Ventures' ability to operate is if the storm caused major damage to the building (struck by lightening, trees through the windows, etc.)
Tornado	<p>During the months of March-October, there is the potential of tornadoes in MN. If the potential for severe weather is forecasted, staff will continuously monitor the weather via a weather radio, online news, radar, etc.</p> <p>Should there be a severe weather warning, staff will bring all children inside of the building, close all windows, and review tornado drill procedures.</p> <p>Once a tornado warning is issued, a severe storm or tornado has been spotted in the area. Staff will move all kids to the designated shelter (interior room, hallway without windows, etc). Staff will take accurate attendance/sign in, ensuring that they know how many and which kids there have in their care. Staff will ensure that students are in "tuck" positions. Everyone remains in the shelter area until the warning expires or emergency personnel have issued an all-clear signal.</p> <p>Should Ventures rooms or the building as a whole be destroyed or be inoperable, students and staff will evacuate to the primary location. If the primary location is destroyed, staff will wait to hear from rescue workers to determine the location to where they should evacuate.</p> <p>If the school is destroyed, Ventures will need to remain closed until the district can investigate different space options for school and the program. Available space will obviously depend on how much of the town has been destroyed.</p>
Violent Incidents	<p>The likelihood of a violent incident in an early childhood setting is much less likely than a high school or middle school. Should there be any sort of incident, staff's priority is ensuring the safety of all students. This may mean going into a Duck and Cover lockdown. All staff should work as a team. Deal with the incident following district protocol as well as common sense.</p> <p>Families should be notified, following district policy, if the incident is severe or disrupts the typical daily operation of the program.</p>

Add section

Assigned Responsibilities during an Emergency

This form is provided as a resource for your emergency preparedness. It allows you to identify actions that need to happen during an emergency and who is responsible for taking those actions. For each item in the first column, identify the person or position responsible, the required action, and under what circumstances that action should occur.

Action	Person or Position Designated/Responsibility/Location <i>Example: Marlyss will take the children to the safe room located in the basement when the tornado siren goes off.</i>
Protecting the Children	Ventures staff
Notifying Authorities	Ventures Coordinator, Site Leader, and/or Ventures staff
Communicating with Parents/guardians, including reunification	Superintendent, Director of Community Services, Ventures Coordinator

Additional

EarlyVentures Emergency Plan Northfield Public Schools Levels of Response

The Northfield Police Department and Northfield Public Schools identified four levels of response with examples to assist in explaining who will respond and how/when notification will happen.

Level 1

- School personnel, including the School Resource Officer, handle all responses internally

Incident Example(s)	Possible Responses
<ul style="list-style-type: none"> Suspicious person or vehicle in the vicinity Bomb threat with no credibility Theft Fights 	<ul style="list-style-type: none"> School Resource Officer (SRO) and school administration handle the incident without police assistance.

Level 2

- Minimum response by the District and local law enforcement

Incident Example(s)	Possible Responses
<ul style="list-style-type: none"> SRO requests assistance from the Police Department 	<ul style="list-style-type: none"> Public address announcement Letter home to parents No police response

Level 3

- Moderate response by the District and local law enforcement.

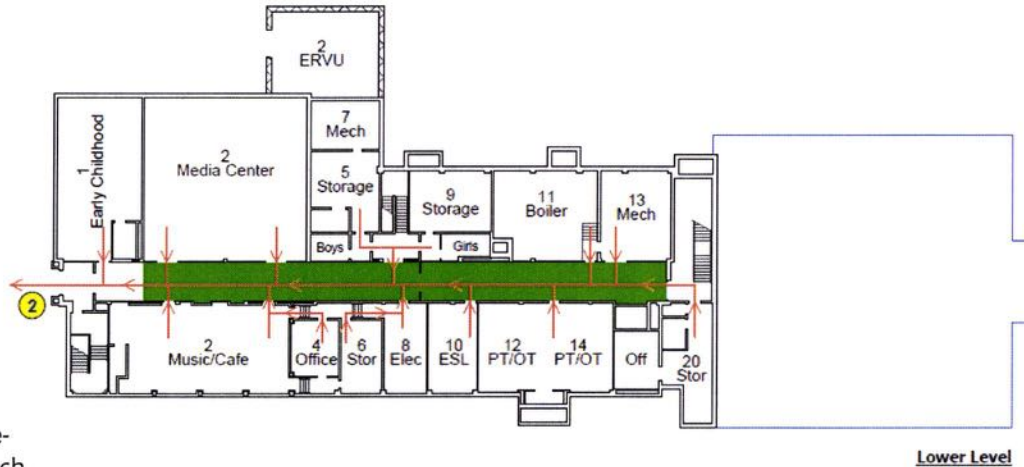
Incident Example(s)	Possible Responses
<ul style="list-style-type: none"> Stranger in the building Bomb threat with credibility Police action in the vicinity of the school campus (search warrant, search for fugitive) Suspicious substance/package 	<ul style="list-style-type: none"> Public address announcements Letter home to parents Inform Media

Level 4

- Intense response by the District and local law enforcement

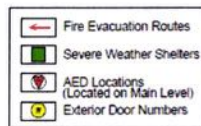
Incident Example(s)	Possible Responses
<ul style="list-style-type: none">• Child abduction• Attempted child abduction• Suicide in building• Attempted suicide in building• Shooter on the premises• Evacuation of the building	<ul style="list-style-type: none">• Public address announcement• Letter home to parents• Tell Media• May set up Joint Information Center within line of site of the school

Appendix C: Longfellow Floor Plan & Evacuation Routes

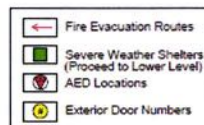
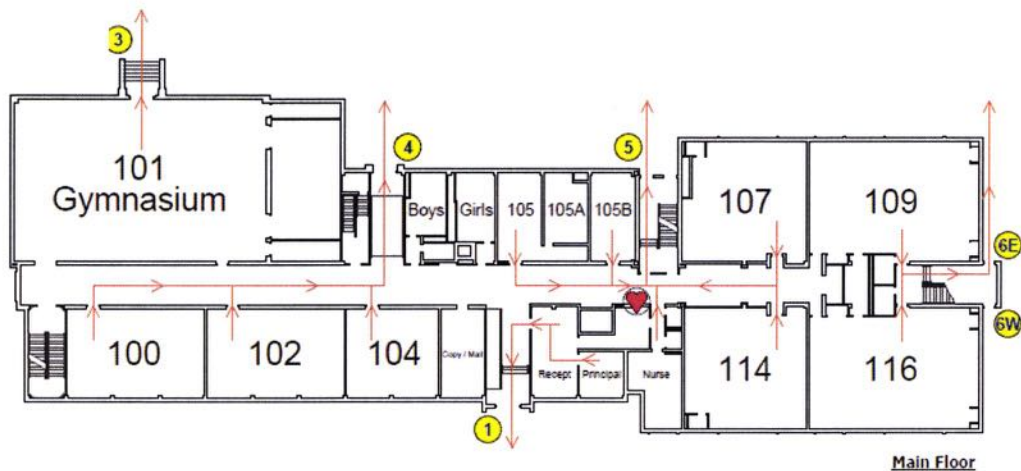


Primary Evacuation Site-
 St. Johns Lutheran Church
 500 3rd St. W.
 507-645-4429
 (Across the playground field)

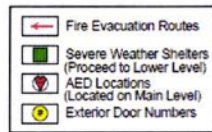
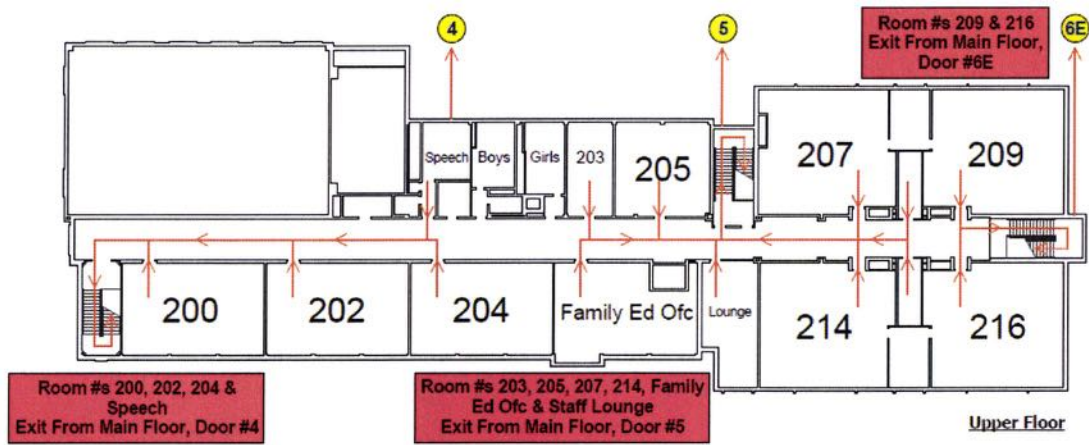
Secondary Evacuation Site-
 Northfield Middle School
 2200 Division St. S.
 507-663-0650
 (Use Benjamin Bus)



	Longfellow School	11/30/2015	
	Lower Level Fire Evacuation & Severe Weather Shelter		



	Longfellow School	11/30/2015	
	Main Floor Fire Evacuation & Severe Weather Shelter		



	Longfellow School	11/30/2015	
	Upper Floor Fire Evacuation & Severe Weather Shelter		

Appendix D: Mandated Reporting

DHS-7634A-ENG 1-18



MALTREATMENT OF MINORS MANDATED REPORTING

This policy is for all providers licensed by the Minnesota Department of Human Services.

Who should report

- Any person may voluntarily report abuse or neglect.
- If you work with children in a licensed facility, you are mandated (required) to report and cannot shift the 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 or 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.
- Reports concerning suspected abuse or neglect of children occurring in a licensed child foster care or family child care facility should be made to county child protection services.
- Reports concerning suspected abuse or neglect of children occurring in all other facilities licensed by the Minnesota Department of Human Services should be made to the Department of Human Services, Licensing Division's Maltreatment Intake line at 651-431-6600.
- 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 services agency at 1-800-332-0214 or local law enforcement at 911.
- 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 651-431-6500.

What to report

- Definitions of maltreatment are contained in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 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, any 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 report is guilty of a misdemeanor.
- 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.

Maltreatment Of Minors Mandated Reporting Policy

Retaliation prohibited

- An employer of any mandated reporter shall not retaliate against the mandated reporter for reports made in good faith or against a child who is the subject of the report.
- The Reporting of Maltreatment of Minors Act contains specific provisions regarding civil actions 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 within 30 calendar days 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:
 - I. related policies and procedures were followed;
 - II. the policies and procedures were adequate;
 - III. there is a need for additional staff training;
 - IV. the reported event is similar to past events with the children or the services involved; and
 - V. 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 reviews completed

The internal review will be completed by **Breezy Barrett, Ventures Coordinator**. If this individual is involved in the alleged or suspected maltreatment, **Erin Bailey, Community Services Director** will be responsible for completing the internal review.

Documentation of internal review

The facility must document completion of the internal review and make internal reviews accessible to the commissioner immediately 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 current 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 the mandated reporting responsibilities as specified in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556). 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 Minnesota Statutes, section 245A.04, subdivision 14.

Provide policy to parents

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 available upon request.

Appendix E: Risk Reduction Plan



Minnesota Department of Human Services

Child Care Center Risk Reduction Plan

Program Name: EarlyVentures Learning Center

License #: 10425264-CCC

Child care centers must develop a risk reduction plan that identifies the general risks to children served by the child care center. The license holder must establish specific policies and procedures or refer to existing policies and procedures that minimize identified risks, train staff on the procedures, and annually review the procedures. [Minnesota Statutes, section 245A.66, subdivision 2]

1. **Physical Plant.** Identify specific risks to children based on an assessment of the physical plant where licensed services are provided. The assessment must include an evaluation of the required factors listed below in column 1. Write each identified risk in column 2; insert additional lines as needed. In column 3, write specific policies and procedures you have developed and implemented to minimize each risk, or in column 4, reference existing policies and procedures that minimize each risk.

Physical plant factors required to be assessed	Identified risks	Policies and procedures developed and implemented to minimize the risks	Existing policies and procedures that minimize the risks
Condition and design of the facility	Located in four classrooms in a Northfield Public School's building		In addition to adhering to DHS licensing guidelines, EarlyVentures follows all safety and security procedures set forth by Northfield Public Schools as we are a district program.
	Multiple district programs and offices are housed in the same school building.		Children are supervised at all times. Children are never left alone in a room or on the playground. Appropriate ratios are always met. Classroom doors are closed when the group is in the classroom. EarlyVentures is housed in a secure school building. There is a district employee stationed at the front door when the door is <u>unlocked</u> and all visitors must check in. EarlyVentures families access the building through a secure fingerprint system.
	Three EarlyVentures classrooms are located downstairs; Two classrooms are located on the main level. No classrooms are located on the second level.		Children are supervised at all times and are never left alone. Appropriate ratios are always met. There are six exits out of the school building. Each EarlyVentures classroom has one exit into a hallway with





			easy access to an outside exit on their floor level.
Condition and design of the outdoor space	In the front of the school, there is a grassy area and sidewalk near the road (Orchard St.)		<p>*See pages 13-15 and 28-29 in the EarlyVentures Handbook for a more detailed look at existing policies that minimize risks.</p> <p>Staff members will be informed of all risks present when taking students outdoors. Children will be supervised at all times and appropriate ratios always met. Children will not be allowed to play near the parking lot, gate, or cement stairs. Children will be monitored and will only play on structures appropriate for their age and developmental level.</p>
	In the back of the school, there is a partially enclosed playground. It is partially enclosed by a chain link fence. There is a gate in the fence that leads out of the playground and down cement stairs.		
	The part of the playground that is not enclosed has a chain to prevent/warn children not to go into the parking lot that is on the other side.		
	The playground has asphalt, a large grassy area, and a large woodchip area. There are two main playground structures appropriate for early childhood as well as other climbing structures and swings.		
Bathrooms	EarlyVentures bathrooms are located down the hall from the classrooms.		Staff will walk to the bathrooms with the children and children will be supervised at all times. Appropriate ratios will always be met. Please see pages 13-15 and 28-29 in the EarlyVentures handbook for more details.
	Falling off stools		All stools will meet safety standards and children will be supervised while using them.
	Water burns		The water temperature will be kept at an acceptable temperature for all children and staff.
			One child will be allowed in a



Minnesota Department of **Human Services**

	Pinched fingers		bathroom stall at a time. Children will not open or hold doors open. Children will be supervised at all times.
	Exposure to hazardous materials		Cleaning supplies and other hazardous materials will not be stored in the bathroom.
	Falling off the small stairs leading to the sink in the toddler room. (When kids are washing their hands after using the potty chair or having their diaper changed.)	Stairs meet safety standards and a staff member will always be present next to the stairs while children wash their hands.	

Physical plant factors required to be assessed	Identified risks	Procedures developed and implemented to minimize the risks	Existing policies and procedures that minimize the risks
Storage areas	Pinched Fingers		Children will be supervised at all times. Children will not be allowed to open/close storage area doors. There are a number of cabinets/drawers that have child locks to prevent children from opening/closing them and pinching their fingers. Staff members personal belongings will be stored out of reach of children or in a closed cabinet/closet. This includes staff members personal food or beverage. Other food and beverage will be kept in a closed cabinet, inaccessible to children. "Teacher materials will be kept in closed cabinets, closets, or out of reach of children. All toys are stored on open shelving units. Toys that are not in rotation are stored in a different room where children do not have access. Medications and cleaning materials are stored out of reach of children or in locked cabinets. See pages 13-15 and
	Access to staff members personal belongings		
	Access to food and beverages		
	Access to "teacher" materials		
	Access to medications and cleaning materials.		



			28-29 in the EV Handbook for more details.
Accessibility of medications and cleaning products	Poisoning		All medications and cleaning products are kept out of reach of children or in locked cabinets or drawers. Children are always supervised. Staff are trained on how to clean tables and other items to protect children from chemical residue. All cleaning products are approved by the Health Consultant. All medications are stored in the original, child-proof containers and are clearly labeled with each child's name. Proper paperwork is on file for each child's medication. Please see pages 13-15 and 28-29 in the EV Handbook for more details.
	Chemical Burns		
	Side effects from ingestion		
	Side effects from contact with skin		
	Side effects from contact with eyes, ears, nose, and throat		
	Choking		
Areas that are difficult to supervise	Bathroom Stalls		Only one child at a time will be allowed in a bathroom stall. Children are supervised at all times in the bathroom and appropriate ratios are maintained.
	Walking in the hallways		Staff will always supervise children in the hallway. Before leaving any area, staff count the number of children in their group, count the group again in the hallway, and count again upon arrival of their destination. If more than one staff member is present, one staff leads the line and the other is at the end of the line. Children always use "walking feet" in the hallway.
	Playground structures		Staff will position themselves to see all children in their group. If necessary, staff may "close" certain playground structures to keep children in a more contained area. Staff continuously count the number of children in their group.



			while on the playground.
	Certain classroom areas		Early Ventures classrooms are set up in that there are no "blind" spots. The basics of supervision will always be followed in that each staff member will position themselves always to see all children in their group.

- 2. Environment.** Identify specific risks to children based on an assessment of the environment for each facility. The assessment must include an evaluation of the required factors listed below in column 1. Write each identified risk in column 2; insert additional lines as needed. In column 3, write specific policies and procedures you have developed and implemented to minimize each risk, or in column 4, reference existing policies and procedures that minimize each risk.

Environmental factors required to be assessed	Identified risks	Policies and procedures developed and implemented to minimize the risks	Existing policies and procedures that minimize the risks
Type of grounds and terrain surrounding the building	Sidewalks surrounding the building		Anytime children are on the sidewalks, they will use walking feet and will always be supervised. Children will generally only use the sidewalks when entering or exiting the building with their parent/guardian or when walking to a nearby park. A staff member will always lead the group and a staff member will always be in the back of the group's line.
	Parking lot connected to the playground		The parking lot is off limits to children and is only used by school personnel and families accessing Longfellow school. There is a chain blocking off the playground from the parking lot.
	Woodchips on the playground		Children are supervised at all times and staff position themselves to see all children



			in their group. Children must wear shoes on the playground. Children are taught that the woodchips stay on the ground and that they are not to go in mouths.
	Asphalt on playground		Children are supervised at all times. Children always wear shoes outside.
	Grassy area on playground		Children are always supervised. Children must wear shoes at all times they are outdoors. Children are taught that grass stays on the ground and does not go in mouths.
	Gate leading out of the playground		The gate near the playground will remain closed and locked during all times children are present.
			Staff are well informed of all the playground and outside hazards. Staff routinely check the playground and grassy area for hazards. Should a hazard be present, staff follow the prescribed protocol in dealing with the hazard (removing it themselves, informing the building engineer, etc).
Proximity to hazards, busy roads, and publicly accessed businesses	Longfellow school is located on Orchard St.		Orchard street has minimal traffic. When children enter or exit the door on Orchard St, they are either accompanied by parents/guardians or they are closely supervised by staff.
	Church across the street in the back of the building.		The church building has minimal occupation during week days.
	Located in a district building that contains other district programs.		All visitors to the building must check in at the front office. All other doors to the building are locked. Families can enter EarlyVentures through a secured fingerprint system. Staff have been



			trained to address all people they do not recognize in the building or on the playground.
	Residential area with houses surrounding the building on three sides.		Children are supervised at all times. Neighbors have no reason to access the building. If visiting Longfellow, neighbors must check in at the front office and have a purpose for visiting.

- 3. Additional risk of harm factors to children.** In addition to any program-specific risks identified under the physical plant and environment assessments, the risk reduction plan must address the risks identified below in column 1. In column 2, write specific policies and procedures you have developed and implemented to minimize each risk; or in column 3, reference existing policies and procedures that minimize each risk.

Identified risks	Policies and procedures developed and implemented to minimize the risk	Existing policies and procedures that minimize the risk
Closing children's fingers in doors, including cabinet doors		Children will not be allowed to open or hold doors. Children will also maintain an appropriate distance from the bathroom stall door when they are not the one using the stall. Cabinets and drawers will be designated for teachers only or will have locks on them. Please also see pages 13-15 and 28-29 in the Early Ventures Handbook for more details.
Leaving children in the community without supervision		Anytime children are out in the community with Early Ventures, staff will carry an emergency backpack containing emergency information. The emergency information includes a picture of



		each child. Children will be supervised at all times and staff will continuously count the number of children in their group. Please also see pages 13-15 and 28-29 in the Early Ventures Handbook for more details.
Children leaving the facility without supervision		Children will be supervised at all times. Doors to the classrooms will be closed any time children are in the room. Please also see pages 13-15 and 28-29 in the Early Ventures Handbook for more details.
Caregiver dislocation of children's elbows		Staff will never grab children by the arm or swing them around by the arm in play. If absolutely necessary, staff will use a "basket hold." Please also see pages 13-15 and 28-29 in the Early Ventures Handbook for more details.
Burns from hot food or beverages, whether served to children or being consumed by caregivers, and the devices used to warm food and beverages		Staff are not allowed to bring hot beverages into the work place. Northfield Public School's Nutrition Staff (or staff that have been trained by Nutrition Services) serves lunch to Early Ventures students. Trained staff also monitor food temperatures and makes sure all temperatures are in compliance with state guidelines. No hot snacks are served. Bottle warmers and microwaves are stored on shelves out of reach of children and cords are inaccessible to children. Please also see pages 13-15 and 28-29 in the Early Ventures Handbook for more details.
Injuries from equipment, such as scissors and glue guns		All teacher scissors, staplers, glue guns, and similar items will be stored out of reach of children. Please also see pages 13-15 and 28-29 in the Early Ventures Handbook for more details.
Sunburn		Parents must fill out the sunscreen permission form upon registration. Parents are asked to supply a bottle



		<p>of sunscreen for their child. Sunscreen bottles are labeled with the child's first and last names. Early Ventures will provide sunscreen for children that do not have their own bottle. Staff will always apply sunscreen to children and staff will apply at appropriate times. Sunscreen will be stored out of reach of children. Please also see pages 13-15 and 28-29 in the Early Ventures Handbook for more details.</p>
Feeding children foods to which they are allergic		<p>Upon registration for each session, parents are asked to provide information regarding any allergies. Allergy lists are posted in the lunch room and in the classrooms near snack areas. Northfield Public Schools Nutrition Services will be notified of any food allergies. Staff are CPR and first aid trained should a child have an allergic reaction. Please also see pages 9-10, 12-15, and 28-29 in the Early Ventures Handbook for more details.</p>
Children falling from changing tables		<p>Staff will follow all diaper changing procedures, which includes keeping one hand on the child being changed at all times. Staff will never walk away from a child on the diaper changing station even if they are buckled. Staff will not let children climb on the diaper changing station themselves. Please also see pages 10, 13-15, and 28-29 in the Early Ventures Handbook for more details.</p>
Children accessing dangerous items or chemicals or coming into contact with residue from harmful cleaning products		<p>Cleaning products are out of reach of children at all times. Staff are trained on how to clean tables and other items to protect children from chemical residue. All cleaning products are approved by the health consultant. Please also see pages 13-15 and 28-29 in the</p>



		Early Ventures Handbook for more details.
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4. **Accessibility of hazardous items.** The accessibility of hazardous items to children is prohibited at all times when children are present.
5. **Policies and procedures to ensure adequate supervision of children.** The risk reduction plan must include specific policies and procedures to ensure adequate supervision of children at all times as defined under Minnesota Statutes, section 245A.02, subdivision 18. The policies and procedures must include particular emphasis on the areas identified below in column 1. In column 2, write specific policies and procedures developed and implemented to ensure children will be adequately supervised at all times.

Required areas to be addressed regarding supervision of children	Policies and procedures developed and implemented to ensure adequate supervision of children
Times when children are transitioned from one area within the facility to another	Children are never left alone and are always supervised regardless of whether they are stationed area or transitioning from one area to another. Staff maintain appropriate ratios at all times. Staff count the children in their group before they leave an area, while they are transitioning, and once they get to their final destination.
Nap-time supervision, including infant crib rooms, as specified under Minnesota Statutes, section 245A.02, subdivision 18, which requires that when an infant is placed in a crib to sleep, supervision occurs when a staff person is within sight or hearing of the infant. When supervision of a crib room is provided by sight or hearing, the center must have a plan to address the other supervision component	All Early Venture cribs are within sight and sound of staff in the infant room. Children are always supervised and staff never leave the room if a child is asleep in a crib.
Child drop-off and pick-up times	Parents/guardians must sign their child in and out each day. Parents must walk their child into their designated room and make contact with staff or they must walk into the room to pick up their child at the end of the day and make contact with staff. Staff either welcome the child for the day or wish the child a good night upon departure. Once the child is signed in, Early Ventures staff are responsible for the child. Staff know how many children and which children are present at all times.
Supervision during outdoor play and on community activities, including but not limited to field trips and neighborhood walks	Children are always supervised and appropriate ratios maintained. Staff position themselves so they can see all children in their group while outside. Written permission from parents is obtained any time children travel off site. Staff know how many and which kids they are taking offsite. Staff take an emergency backpack with them when traveling offsite that contains emergency information and first aid supplies. Staff consistently count the number of



	children in their group. All offsite destinations are age appropriate.
Supervision of children in hallways	Children are always supervised. Staff never lose sight of the children in hallways. Children walk in the hallways.

Date risk reduction plan was initially completed: 11-7-11

6. Orientation to the risk reduction plan. The license holder shall ensure that all mandated reporters, as defined in section 626.556, subdivision 3, who are under the control of the license holder, receive an orientation to the risk reduction plan prior to first providing unsupervised direct contact services, as defined in section 245C.02, subdivision 11, to children, not to exceed 14 days from the first supervised direct contact, and annually thereafter. Documentation of orientation to the risk reduction plan must be documented in each mandated reporter's personnel record. [MN Statutes, section 245A.66, subdivision 3]

7. Annual review of the risk reduction plan. The license holder must review the risk reduction plan annually. When conducting the review, the license holder must consider incidents that have occurred in the center since the last review, including the following:

- (1) the assessment factors in the plan;
- (2) the internal reviews conducted under Minnesota Statutes, section 245A.66, subdivision 1, if any;
- (3) substantiated maltreatment findings, if any; and
- (4) incidents that caused injury or harm to a child, if any, that occurred since the last review.

Following any change to the risk reduction plan, the license holder must inform mandated reporters, under the control of the license holder, of the changes in the risk reduction plan. The annual review of the risk reduction plan or changes in the plan must be documented in the center's administrative records.



Annual review of the risk reduction plan

Program Name: EarlyVentures Learning Center

License #: 1042526-6-CCC

The license holder must review the risk reduction plan annually. When conducting the review, the license holder must consider incidents that have occurred in the center since the last review, including:

- (1) A review of the assessment factors in the plan:

- (2) A review of the internal reviews conducted under Minnesota Statutes, section 245A.66, subdivision 1, if any:

- (3) A review of substantiated maltreatment findings, if any:

- (4) A review of incidents that caused injury or harm to a child since the last review, if any:

Based on the annual review, what changes were made to the risk reduction plan?

NA

Name and title of person completing annual review: _____

Date of annual review: _____

KidVentures School Age Care



Handbook

KidVentures Office
1651 Jefferson Parkway.
Northfield, MN 55057
507-664-3750

507-664-3395 (KidVentures at Bridgewater)
507-645-3507 (KidVentures at Greenvale Park)
507-645-3422 (KidVentures at Sibley)



COMMUNITY SERVICES DIVISION
Learning and Recreation For Life

Northfieldschools.org

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Welcome to KidVentures!

KidVentures is excited that you have selected our school age program for your child! Our goal is to create a caring, quality learning environment that compliments your child's school day. We believe that every child is special and unique and our staff will work to provide an atmosphere that fosters their growth.

KidVentures offers low staff to student ratios and a variety of enrichment opportunities. KidVentures is an option-based program that includes activities which foster social and emotional development; language and literacy; the arts; math and critical thinking; science and inquiry; social studies; and health and physical education. KidVentures also encompasses "youth voice" and incorporates a wide range of youth driven programming.

KidVentures is open from 6:30 AM until the start of the school day and until 6:00 PM after school dismissal. During the summer and on most non-school days, KidVentures is open from 6:30 AM-6:00 PM, Monday– Friday

KidVentures is offered through Northfield Public Schools Community Services Division. Like all other district programs, we are governed by the policies and guidelines of the Board of Education. KidVentures has also adopted the National Standards of Quality School-Age Care as our guide for programming and best practices.

Our program focuses on respect, creativity, safety, friendship, and fun! We welcome you and your child to KidVentures!

Program Mission

To provide care for school age children in a safe, enriching environment that supports the individual needs of children, families, and staff while building positive relationships.

KidVentures Sites

Bridgewater Elementary

401 Jefferson Parkway Northfield, MN 55057
507-664-3395

Greenvale Park Elementary

700 Lincoln Parkway Northfield, MN 55057
507-645-3532

Sibley Elementary

1400 Maple Street Northfield, MN 55057
507-645-3422

Ventures Main Office:

Community Services Division
1651 Jefferson Parkway Northfield, MN 55057
507-664-3750

Breezy Barrett -Ventures Coordinator:

507-664-3653

BBarrett@northfieldschools.org

Mary Hansen-Administrative Assistant:

507-664-3750

MHansen@northfieldschools.org

Erin Bailey -Director of Community Services Division

EBailey@northfieldschools.org

Registration

KidVentures registrations are accepted on a space available basis. Registration for the following school year will open each spring. Registration information is always available online by following the Community Services tab on the Northfield Public School's website: www.northfieldschools.org

Families may also call the Ventures main office at 507-664-3750 to inquire about availability and the registration process.

Payment of the registration fee must accompany the KidVentures registration form. All previous balances must be cleared before a child can re-enroll into the KidVentures program. If the site you select is full, you will be notified immediately and your child's name will be placed on a waiting list. In order for your child to start on the first day of school, your registration must be received by the second week in August.

Families registering after the start of school can enroll by contacting the Ventures main office at 507-664-3750.

Family Involvement

We strongly encourage input and involvement from all families. The quality of the staff/parent/guardian relationship greatly impacts the success of our program. Your suggestions and concerns are always welcome. Parents and guardians are also always allowed access to their enrolled child during KidVentures program hours.

Communication to Families

Each KidVenture location uses a parent table and bulletin board to share information with families. Please check for information daily. This is where you'll find non-school day information as well as other important notices. Please share all pertinent information with staff (i.e. your child will be picked up directly from school, grandma is picking up, etc.), so staff are able to write it in the staff communication log.

Communicating Concerns/Suggestions to Staff

Your ideas, suggestions, concerns, and feedback help us make continual quality improvements to our program. Please share your thoughts and perspectives by:

- Speaking to the staff working directly with your child.
- Scheduling a conference with the site leader.
- Calling or emailing the site leader.

If you have additional comments or issues that have not been resolved, contact the Ventures Coordinator at 507-664-3653.

Family Responsibility Checklist

- Read the KidVentures Family Handbook and know the contract terms and program policies. Failure to follow policies could result in termination of child care services.
- Sign your children in and out daily.
- Check the parent table and bulletin board daily for communication.
- Notify site staff if your child will be absent (even for one day), attending after-school programs, or picked up early for any reason. **Notifying the school office is not sufficient.** If a child does not arrive after school as expected, staff will investigate immediately by attempting to contact parents/guardians, the identified emergency numbers and, if necessary, the police. A Finder's Fee will be assessed.
- Ask staff for feedback on your child's day or progress in the program.
- Model respectful behavior when dealing with staff and students.
- Provide written notice of change in contract, or withdrawal from the program by filling out the appropriate forms and submitting to the Community Services office at least two weeks in advance.
- Pay all costs incurred for your contracted days regardless of whether your child attends.
- Adequately dress your child for indoor and outdoor play.
- Make sure your child is picked up by 6 PM.

General Information

Lunch/Snack

KidVentures provides an afternoon snack for all children enrolled after school, on non-school days, and during the summer program. Unless otherwise specified, children must bring a lunch with a drink on non-school days. If your child wants to bring a treat for children in the program, state law requires it be individually wrapped and commercially produced.

Energy Curtailment

The school district works with Xcel Energy to make the best use of available power. During extremely hot summer days, Xcel Energy limits power use at some district buildings.

Apparel

Weather permitting, KidVentures goes outside daily. Children must be adequately dressed for outdoor play (boots, hats, gloves, snow pants, socks, and jackets) and all items should be clearly labeled with your child's name. KidVentures follows the district-wide recess policy which states that students will go outside if the air temperature is warmer than 0° F **AND** the wind chill is warmer than -10° F.

Personal Property

Personal items or items of value should remain at home. KidVentures will have special "bring a toy from home days" where children may bring a personal toy. Aside from these days, all toys should remain at home. Toy weapons or any toys containing weapons are never allowed. KidVentures is not responsible for lost or damaged personal belongings.

Transportation

Parents are responsible for arrangement of their child's transportation to and from KidVentures. If you need to make busing arrangements, contact Benjamin Bus at 507-645-5720. KidVentures does not transport children.

Severe Weather

- If school is closed for the day because of severe weather, all KidVentures programming will also be closed.
- If school has a delayed starting time, there will be no KidVentures before school programming.
- If school is dismissed early, KidVentures after school programming will remain open for up to one hour following the dismissal. If children come to KidVentures, their parents or the child's "emergency pick-up person" must pick them up within one hour. Late fees will be applied to any child/ren picked up after one hour.
- KidVentures closing after 3 p.m. -- If the weather becomes severe after children have arrived, KidVentures may decide to close early. KidVentures will contact families to let them know.
- Non school days: In case of severe weather, KidVentures may be closed for the day, or may close early. You will be notified during the day if KidVentures closes early.
- Credit is not given towards Ventures programs for days or time missed due to emergency closings.

Notification

- o KARE TV (Channel 11)
- o KMSP TV (Channel 9)
- o KSTP TV (Channel 5)
- o WCCO TV (Channel 4) and Radio (830AM)

Alerts Online

- o KARE11 School Alert – on this site, you can sign up for e-mail alerts when your child's school is closed.
- o KMSP (Fox 9 News) – School closings
- o KSTP 5 – School Alerts

Release Days/Late Start/Early Release

Release Days

KidVentures is open on most non-school days. Release days are open from 6:30 AM until 6:00 PM. All KidVentures sites will be combined into one site for each release day. A calendar of dates is included in your welcome packet and can be found on our website at

<https://northfieldschools.org/communityservices/ventures>. KidVentures provides field trips and/or on-site enrichment opportunities on release days. Release Day contracts will be available on the website, at each KidVentures location, at the Community Services office, and will be emailed out to all KidVentures families. Contracts are available on or around the 5th of the previous month. Release day spaces are limited and are filled on a first-come, first-serve basis. Release days are non-refundable unless cancelled in writing at least two weeks in advance.

Late Start Wednesdays

All KidVentures sites will be open for care during late start Wednesdays. Late start days begin at the school's typical morning playground supervision (either 7:45 or 7:50) and run until school begins (9:15 or 9:20). If you are normally contracted on Wednesday mornings, you do NOT need complete the additional late start paperwork. If you are not contracted for Wednesday mornings, you must submit the additional "Late Start Wednesday" form and pay the designated fee per Wednesday. Late start forms are available on the website, at each KidVentures location, and at the Community Services office.

Summer Programming

The KidVentures summer program is open from 6:30 AM -6:00 PM and runs similarly to non-school days, incorporating themes and field trips. The summer program allows kids to experience a multitude of enrichment and recreation-based opportunities. Our mission is to foster a fun atmosphere where children are encouraged to explore new interests and develop new friendships. Throughout the summer, children will participate in a variety of hands-on activities that build social, emotional, physical, and academic development. Enrollment information for Summer KidVentures is available on the website in early March with registration taking place in late March/early April. Summer days are non-refundable unless cancelled in writing at least two weeks in advance.

Security and Safety

Child Protection

KidVentures must comply with the reporting requirements for abuse and neglect specified in section 626.556 including:

- Any person may voluntarily report abuse or neglect.
- KidVentures staff are legally required or mandated to report and cannot shift the responsibility of reporting to a supervisor or anyone else in the program. If staff know, or have reason to believe, a child is being or has been neglected or physically or sexually abused within the preceding three years, they must immediately (within 24 hours) make a report to an outstanding agency.
- Staff may make reports to:
 - The telephone number of the Department of Human Services, Division of Licensing Maltreatment intake line at 651-431-6600, for reporting suspected maltreatment of a child occurring in a certified child care program.
 - The telephone number of Rice County child protection agency for reporting suspected maltreatment of a child occurring within a family or in the community (1-507-332-6214).
 - The telephone number of the Department of Human Services, Division of Licensing at 651-431-6500, for reporting possible certification violations.
 - Reports concerning suspected abuse or neglect of children occurring in a licensed child foster care or family child care facility should be made to county protection.
- KidVentures provides training to all staff related to the mandated reporting responsibilities as specified in the Reporting of Maltreatment of Minors Act (MN Statutes, 626.556). KidVentures documents this training in individual personnel records and monitors implementation by staff.

Signing In and Out

For the safety of each child, KidVentures requires that a parent or guardian sign their child in and out of the program each day. This requires both your signature and the time you are signing in or out. Children are not allowed to sign themselves in or out of KidVentures. If you do not sign in or out, you may be assessed a finder's fee. Continued refusal to sign in or out will result in termination of child care. When your child arrives directly from school or by bus, KidVentures staff will sign them in to the program.

Our program opens at 6:30 AM

Although our staff persons may arrive before 6:30 AM to prepare for the day, they are unable to provide child care until the official start time of our program.

Release of Children

Children will be released only to people listed on their emergency card unless KidVentures staff have been notified in writing of an alternative pick-up. A waiver may be signed in advance if your child is to be dropped off or picked up by an older sibling. In an emergency, parents must call to inform KidVentures staff if someone other than an authorized person listed on the emergency card will pick up your child. A description of the person and driver's license may be requested for verification. Your child will not be released to an unauthorized person until identification and verification can be made.

Late Pick Up

Children must be picked up by closing time, which is 6:00 PM. Families will be charged \$1 per child for every minute late. If you have an emergency and must be late, please call your KidVenture location as soon as possible to notify staff. If your child is not picked up and you (or other contacts listed on the emergency form) cannot be reached, the police may be called to pick up your child.

Attempt to Contact Time frame:

After 15 minutes: Call parent

After 20 minutes: Call emergency contacts listed for child

After 60 minutes: Call police

Absences

Families MUST notify KidVentures staff if children will be absent at any time for any reason. School offices do not automatically provide KidVentures with absence information. If your child does not arrive after school or on the bus as expected, program staff will investigate immediately by attempting to contact you, the emergency contacts, and if necessary, the police. Failure to notify staff of absences poses a major safety risk as a significant amount of time may elapse in trying to locate multiple children. Due to the amount of time involved in locating missing children, a Finder's Fee will be assessed to families that fail to notify KidVentures staff of absences. Increased fees will be imposed for continued occurrences.

Legal Custody

In the event of a divorce, separation, or joint custody ruling, every effort will be made for KidVentures to treat each parent equally. If legal action has been placed against one parent, it is the responsibility of the requesting parent to provide KidVentures with the necessary court ordered documentation in order for

KidVentures to act in compliance with the request. KidVentures will only accept one registration form for each child, and it is suggested that each parent has a copy.

Building and Physical Premises

KidVentures will ensure that areas used by children are clean and in good repair and that furniture and equipment are structurally sound and are appropriate to the age and size of a child who uses the area. KidVentures will also ensure that hazardous items, including but not limited to, sharp objects, medicines, cleaning supplies, poisonous plants, and chemicals are out of reach of a child. The program will also safely handle and dispose of bodily fluids and other potentially infectious fluids by using gloves, disinfecting surfaces that come in contact with potentially infectious bodily fluids, and disposing of bodily fluid in a securely sealed plastic bag.

Emergency Preparedness

KidVentures follows the school district's emergency policies. If an accident should occur during KidVentures, 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.

KidVentures 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

KidVentures must use the Injury/Incident Reporting form on the Certified Center webpage to make a report.

KidVentures 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. KidVentures 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 KidVentures location also conducts at least one evacuation and one shelter-in-place drill each quarter.

Illness/Medical Conditions

Illness

If a child becomes sick during KidVentures, the parent/guardian will be notified immediately that their child is not feeling well and needs to be picked up from the program. Sick children will continue to be supervised, but will be isolated from other children in the program and will not be allowed to actively participate in program activities.

KidVentures will post or give notice to the parent or legal guardian 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. This notification will be posted on the parent board near the sign in/out and will minimally include the illness and date of potential exposure.

School district policy requires that children be fever free, without the aid of fever reducing medication, for 24 hours before returning. Parents should also keep children home from KidVentures:

- If your child has vomited within the past 24 hours
- If your child has had diarrhea within the past 24 hours.
- If your child has an undiagnosed rash.
- If your child feels ill enough that he/she would not be able to benefit from school
- If having your child at school would significantly put others at risk for contracting your child's illness
- If your child has had a temperature of 100.0 degrees or higher in the past 24 hours

Please keep your child's emergency information current. Registration and emergency information is kept on site for each child. KidVentures is not linked to a main school office database, so parents must contact KidVentures separately with family information changes, address, absences etc.

Medication

Parents must inform the KidVentures site leader if a child has a health condition that requires regular medication, if a child requires medication in the case of an emergency (allergic reaction), or if a child is discontinuing use of a medication. If medication needs to be given during KidVentures, families will need to complete a "School Medication/Physician Order & Parent Authorization Form" to give written permission BEFORE medication can be dispensed. Medication must be in its original packaging or prescription bottle with a legible label stating the child's first and last name, Dr.'s name, medication name, and dosage instructions. Medication will only be given to the child whose name is on the label and it will not be given after the expiration date on the bottle. Unused medication will be returned to the child's parent or legal guardian or destroyed. Medication is not accessible from the school nurse's office.

Should medication be administered during program hours, KidVentures will document in the child's record the child's first and last name; name of the medication or prescription number; date, time and dosage; and the name and signature of the person who administered the medicine.

KidVentures follows the Northfield Public Schools' medication policy requiring a child to take antibiotics for a full 24 hours before returning to school.

Aside from medication, KidVentures must obtain written permission from a child's family to administer sunscreen, insect repellent, and hand sanitizer. KidVentures does not apply diapering products. All medications, sunscreen, insect repellent, and hand sanitizer will be administered according to the manufacturer's instructions unless provided written instructions by a licensed health professional to use a product differently. All medicines, sunscreen, insect repellent, and hand sanitizer will be stored according to directions on the original container.

The site leader must be informed of special needs or medical conditions that impact your child's health, well-being, or involvement in activities. Families are responsible for keeping this information current. A conference with the family may be requested in order to provide the most appropriate care.

Allergies

Prior to admitting a child for care, KidVentures must obtain documentation of any known allergies from the child's parent or legal guardian. This can be done through the KidVentures Emergency Card and the KidVentures Health Update, which are part of the registration packet. KidVentures maintains current allergy information in each child's record. This information includes a description of the allergy, specific triggers, avoidance techniques, symptoms of an allergic reaction, and procedures for responding to an allergic reaction, including medication, dosages, and a doctor's contact information.

KidVentures will inform staff of each child's current allergy information. At least annually and when a change is made to allergy-related information in a child's record, KidVentures will inform staff of the change. Documentation that staff were informed of the child's current allergy information will be kept on site.

Allergy information will be available at all times, including on site and when on field trips. Food allergy information will be readily available to staff in the area where food is prepared and served.

Medication, including EpiPens, are not accessible from the school nurse's office.

Immunizations

Children that are not currently enrolled in Northfield Public Schools but will be attending the KidVentures summer program or KidVentures release days must provide an up-to-date immunization record or applicable exemption before receiving care. The district maintains immunization records for all current

Northfield Public School students and KidVentures does not provide care for non NPS students on regular school days.

Absences/Sick Leave

Call your KidVentures site if your child will be absent. Tuition is not credited for sick days or other absences. If an illness extends beyond two weeks, contact your site leader.

Accommodations/Program Qualifications

KidVentures is not designed to provide long term 1:1 assistance for students. If a child receives 1:1 student support in the classroom or has a behavior plan developed, KidVentures must have a meeting with the family prior to the start date in order to determine the appropriate level of support needed. The child's start date may be delayed so that KidVentures can hire additional staff with the skills necessary to meet the child's needs and/or work with school case workers to determine the level of care.

Please Note the Following Criteria Children Must Meet to Enroll in KidVentures

- All children are expected to be toilet trained. KV does not have changing facilities. You will be called to pick up your child if they have a bathroom accident.
- Students must be able to independently participate in a large group setting with similar age peers.
- Students must be able to independently follow simple directions appropriate to the child's age.
- Students must have the ability to independently play and work cooperatively with similar age peers.
- Students must be able to safely and successfully transition independently from one activity to another.
- Students must be able to remain in the building or on school premises unless otherwise directed by a staff person.
- Students must refrain from hitting, kicking, biting, or any other forms of physical aggression towards peers or staff.

Information regarding your child is not automatically shared between KidVentures and other district programs except in the areas of health and safety. If you would like to have this information shared with us, please contact the Ventures Coordinator at 507- 664-3653. Information regarding a student's needs will not be used to prohibit a child's enrollment in KidVentures, unless it is determined that the child will need significant assistance beyond our program's capabilities.

At any time the Site Leader or the Ventures Coordinator may offer information about available professional support.

Release of Information

KidVentures follows the Data Privacy Policy of District 659, which is sent to all district families at the beginning of each school year. It is also available upon request from the district office.

KidVentures reserves the right to speak with appropriate school personnel regarding a child's behavior. All information gathered will remain confidential and will be used solely to help benefit the child in the KidVentures program.

Billing

KidVentures bills are processed every month. In our effort to be green, billing statements will be sent out one time per year unless written request has been made to the Ventures main office. Families are strongly encouraged to view their accounts online. Please call the Ventures main office at 507- 664-3750 or email Mary Hansen at MHansen@northfieldschools.org to set up online access. It is each family's responsibility to make payments by the due date.

KidVentures Billing Information

- The registration fee is due when registration forms are submitted.
- Please note: The payment amount due may change due to additional fees (late pick up charge, additional drop-in care, late payment fee, extra tee-shirts, etc.)
- Release Days are not included in the typical fee schedule. Release day payments should be submitted with submission of a release day contract.
- Tuition may be paid at each KidVentures site (cash or check), at the Northfield Public Schools Community Services office located at 1651 Jefferson Parkway, Northfield, MN 55057, over the phone by calling 507-664-3750 (credit card), or online (credit card). To set up online access, please contact the Ventures main office at 507-664-3750 or email Mary Hansen at MHansen@northfieldschools.org.
- Tuition payments may be paid by cash, check, or credit card. Credit card payments cannot be processed at the KidVentures locations. To pay with credit card, you must pay online, at the Northfield Community Resource Center, or over the phone to the Ventures main office. Please make all checks payable to "KidVentures" and put your child(ren)'s name in the memo line.
- A late fee of \$10 is automatically assessed after the 15th of the month on ANY unpaid balance (including any previous late fees that are left unpaid).
- Northfield Public Schools charges a \$20 processing fee for all checks returned from the bank. If a check is returned, you must make a cash or money order payment within five days of notice. Failure to make payment on uncollected checks could result in termination of childcare services.
- KidVentures must receive written authorization for families receiving financial assistance from outside agencies before childcare can begin. If financial assistance is cancelled, you will be responsible for all expenses incurred. If you receive financial assistance, you assume responsibility for fulfilling county requirements (providing information and child care schedules, submitting timely reports, and making payments not covered by financial assistance programs).

If your account is not paid in full for the month, child care will be terminated on the 1st day of the next month, i.e. if account is not paid in full by 10/30, child care will be terminated effective 11/1.

Year End Financial Information

Year end statements with the Federal Tax ID number will be sent to your home in late January.

School Year Enrollment Options

Option One

- Option One is a standard agreement; families do NOT need to fill out a monthly calendar. Families are choosing a consistent weekly commitment, attending the same days each week. No credit will be given for days not in attendance (i.e. vacation, sick).
- A two day a week minimum is required (Ex. 2 am sessions, or 2 pm sessions.)
- This option is the most cost effective and allows for a consistent schedule for your child.
- The days you choose will be the days you are contracted and scheduled for during the school year.
- Families may make permanent schedule changes to a child's contract by submitting a two week written notice to the KidVentures office. Complete a change of schedule form, sign, date and return to the KidVentures office with a \$5.00 contract change fee. The contract revision will become effective two weeks after the request has been received in the KidVentures office. No schedule changes will be granted until October.
- When leaving the KidVentures program, a two-week written notice must be given to the KV office. All charges will remain on your account until a two week written notice is received.

Option Two

- Option Two is a monthly agreement. Families must fill out a calendar each month for the days/sessions care is needed.
- Monthly contracts with payments are due to the KidVentures site by the 20th of each month for the upcoming month. Calendars and payments received after the 20th of the month will be billed a \$5.00 late fee.
- No credit for changes is given.
- Option Two calendars are available at the KidVentures office, each KidVenture location, on the website, and via email. Families must fill out and submit a new calendar each month.
- When leaving the KidVentures program, a two-week written notice must be given to the KV office. All charges will remain on your account until a two week written notice is received.

Release Days

- Release days are contracted and billed separately.
- Release days may not be added at the last minute as tickets, busing, and staffing have been arranged.
- Release days fill quickly and are first come, first served.
- Families may cancel release days without penalty if notification is submitted at least two weeks in advance AND notification is in writing.
- Children registered for release days must attend the field trip or special event. If your child is not interested in the KidVentures trip or activity, please make other arrangements for the day.
- All activities are planned by the Site Leaders and reviewed by the Ventures Coordinator and deemed age-appropriate.
- Staffing ratios are increased to make sure that safety is a first priority.

- All Release days require a minimum of 15 children enrolled to operate. Families will be contacted in advance if a release day is cancelled due to low enrollment.

Contract Terms

Schedule Changes/ Add Ons/ Withdrawal

- Additional days may be added at the Option Two rate **IF** space is available. The additional payment is due at the time of service (drop off or pick up).
- Families may make permanent schedule changes by submitting a “change of schedule form.” Sign, date and return the form to the Site Leader or the Community Services Division Office with a \$5.00 contract change fee. The change of schedule will become effective within two weeks from the date the request was received.
- No contract or calendar changes can be made in the beginning of the school year until October.
- Only two contracted changes are allowed per child per school year. If more than two are made, families will automatically be changed to the next Option (Ex. Option one moves to an option two agreement).
- KV must receive a two week written notice for any withdrawal from the program. All charges will remain on accounts until a two week written notice is received. Families that provide written notice to withdraw immediately from KV will still be charged for two weeks of tuition.

Additional Fees

- A registration fee is due upon enrollment with any new KidVentures session. Registrations will not be processed until the fee is paid in full.
- A Late Pick-up Fee of \$1.00 per minute per child will be charged for children not picked up by the 6:00 pm closing time.
- A \$5.00 Finders Fee is charged if your child’s Site Leader does not receive a call or written notice stating that your child will not be in attendance. Calling on missing children takes a significant amount of time and poses a major safety risk for the entire program. The elementary schools DO NOT automatically communicate absences or messages with KidVentures staff.

Additional Contract

- Each child is permitted to be signed up for only one option.
- Full payment of contracted days is due whether or not children are in attendance.
- No credits for changes will be given for sick or vacation days.
- Payments are due in advance of service as KidVentures is a pay ahead program.
- Account summaries will be generated at the end of each month for families to view their account status. All families are encouraged to view their statements online.
- KidVentures reserves the right to limit or terminate service due to non-payment.
- If payment is made at a child’s site, please allow 2 business days for payment to reach the KidVentures main office.

- All billing is done at the Community Services Division Office, located at the Northfield Community Resource Center. For billing inquiries, contact the Community Services Division office at 507-664-3750.

Sick/Vacation Leave

KidVentures does not credit tuition for sick or vacation days during the school year program. For release days and the summer program, families may cancel days without penalty if done at least two weeks in advance AND in writing.

Responsibilities

- To provide safe, enriching, challenging, engaging, fun, and developmentally appropriate activities for children in the KidVentures program.
- To engage children, each other, and parents/guardians in a positive, respectful, and constructive manner.
- To report any evidence or suspicion of child abuse or neglect as required by MN State statutes.
- To help connect the school day with out of school time programming.
- To provide feedback to families regarding their children in the KidVentures program.
- To keep families up-to-date with KidVentures happenings and use the parent table and parent board as a means of communication.
- To build healthy, positive relationships with students and families.

Staffing

KidVentures sites are staffed according to the age and number of children in attendance: 1 staff member per 12 – 15 elementary (K-5) aged students.

KidVentures staff members are selected for their education and experience in working with children. Staff are expected to demonstrate sound judgment, dependability, responsibility, and the ability to create an environment which reflects care, respect, and safety of all children. They also must positively engage all children and families.

All staff members are expected to participate in continuing education activities and professional development opportunities offered throughout the year. These in-services may include safety and supervision, child protection, behavior management techniques, diversity, curriculum, and conflict resolution. KidVentures staff are certified in First Aid/CPR. Criminal background checks are required for all newly hired Northfield Public Schools employees.

Behavior Expectations

Expectations of children are communicated in a positive, consistent, and firm manner. Staff members ensure children understand expectations through consistency, multiple forms of communication, and positive reinforcement.

Behaviors which are considered inappropriate and harmful include:

- Behavior which threatens the safety of children or staff. A child exhibiting these behaviors may be suspended from the program immediately. A parent/guardian conference is required before the child can return to the program.
- Behavior which directly or indirectly threatens others. This includes any form of aggression such as hitting, kicking, pushing, biting, throwing objects, verbal threats, disrespectful language, inappropriate gestures, inappropriate touching, etc.
- Behavior which prevents a staff person from fulfilling his/her ability to be available for all children, including removing self from group or program area without staff approval, or demonstrating lack of self control (anger, blatant disrespect, or absolute refusal to follow directions of staff person in charge.)
- Behavior which intentionally causes destruction of property.
- Behavior which demonstrates child's lack of readiness for KidVentures, including not being toilet trained, not being dressed appropriately for school/weather, any behavior resulting from inadequate or untimely administration of medication, or not being able to interact appropriately in a group setting.

Behavior Management

KidVentures goal is to promote a positive approach to child care and the management of behavior issues. The program is designed to offer an environment that:

- Provides a positive, safe, and enriching atmosphere for all children.
- Meets the developmental level of each age group.
- Provides space for privacy and independence as well as areas to interact as a large group.
- Maximizes the capacity of staff supervision.

KidVentures is part of Northfield Public Schools and follows the district's values. These values state that children are expected to: respect self, other children and staff; accept each others' individual differences; accept the consequences of their behavior; let staff know their needs; and respect others' equipment and property.

Every effort will be made to make reasonable adjustments to the program to accommodate the unique needs of each child. If a child demonstrates behavior which has a negative impact on themselves or others, staff will make adjustments in one or more of these areas: environment, grouping of children, activities, and/or staffing. Staff will help the child understand the impact of his/her behavior and identify

acceptable alternatives to unacceptable behavior. Staff and peers provide positive modeling of appropriate behavior. Children are encouraged to take responsibility for their actions.

Suspension from School

If a child is suspended from school or sent home by a school staff, s/he may not attend KidVentures during the suspension. Children who are suspended are not allowed to be on School District property. Charges for child care will remain in effect as scheduled.

Behavior Incident Reports

A serious disciplinary action such as those listed above will result in a Behavior Incident Report being filed. Charges will be assessed for behavior leaves resulting in one, three, and five days off. Should a child receive a sixth Behavior Incident Report, charges will cease with the last date of service, and alternate care must be found immediately, as the child will not be allowed to return to the program. This Behavior Incident Report Policy is inclusive of all School Age Child Care Program options, i.e., Summer and School Year Programs, as well as Non-School Enrichment/Late Start/Early Release Days when children attend a KidVentures field trip. Behavior Incident Reports accumulate consecutively throughout these program options

1st Behavior Incident Report:

Parents/guardians, site staff, and child will discuss the behavior to resolve the situation. Parents/guardians will be informed that should a second Behavior Incident Report occur, a meeting will be scheduled to include the parent/guardian, child, and Site Leader.

2nd Behavior Incident Report:

Parents/guardians will be contacted for a meeting to include the parent/guardian, child, and Site Leader. The process continues should a parent/guardian refuse to attend a meeting. The parent or guardian will receive a written warning that should a third Behavior Incident Report occur, the child will need to take a one-day leave of absence from the program.

3rd Behavior Incident Report:

Parent/guardian will be notified by telephone or in person that the child will need to take a one-day leave of absence from the program on the next scheduled day. (Fees will be charged during this absence.) The parent or guardian will receive a written warning that should a fourth Behavior Incident Report occur, the child will need to take a three-day leave of absence from the program.

4th Behavior Incident Report:

The parent or guardian will be notified by telephone or in person that the child will need to take a three-day leave of absence from the program beginning with the next scheduled day. (Fees will be charged during this absence.) The parent or guardian will receive a written warning that should a fifth Behavior Incident Report occur, the child will need to take a five-day leave of absence from the program.

5th Behavior Incident Report:

The parent or guardian will be notified by telephone or in person that the child will need to take a five-day leave of absence from the program beginning with the next schedule day. (Fees will be charged during their absence.) The parent or guardian will receive a written warning that should a sixth Behavior Incident Report occur, the parent/guardian will be required to find alternate child care immediately, and the child will not be able to return to the program. Charges will end with the last date of service.

6th Behavior Incident Report:

The parent or guardian will be notified by telephone or in person that alternate care will be needed immediately, as the child will not be allowed to return to the program. Charges will end with the last date of service.

After one (1) full calendar year of absence from the program following the sixth Behavior Incident Report, a child may be considered for re-entry into the program if the following criteria are met:

1. A goal-setting meeting with parents/guardians and staff will be scheduled to discuss the child's behavior and changes that need to occur for a successful return to the program.
2. Parents/guardians understand that the receipt of one (1) Behavior Incident Report constitutes immediate dismissal from the program with no remaining chances for return.
3. All outstanding balances have been cleared from the parent/guardian account.
4. The child will return to the program based upon enrollment availability. If the child's site has a waiting list, s/he will not pre-empt other children. The child cannot be placed on a waiting list until the above criteria have been met.

Dismissal from the Program

KidVentures reserves the right of immediate dismissal of a child from KidVentures based on probable cause as listed below:

Child related probable cause for dismissal:

1. High absenteeism or non-attendance for 10 or more scheduled consecutive days, without parent notification.
2. Significant harmful/inappropriate behavior toward staff, children or other parents.
3. KidVentures cannot meet the needs of the child.

Parent related probable causes for dismissal:

1. Failure to complete, sign, and return appropriate program forms.
2. Harmful, threatening, or inappropriate behavior toward staff, children, or other parents.
3. Consistent late or non-payment of tuition and program fees.
4. Refusal to cooperate and work with KidVentures staff to correct behavior concerns.

5. Repeated instances of failure to sign child in and out
6. Lack of adherence to KidVentures policies and procedures.
7. Repeated instances of late pick up.