



**COMMUNITY EDUCATION**  
Learning and Recreation for Life

# Kid Ventures Handbook

Kid Ventures Main Office  
Northfield Community Education Center  
700 Lincoln Parkway  
Northfield, MN 55057  
507-645-1200

507.664.3395 (Kid Ventures at Bridgewater)

507.645.3507 (Kid Ventures at Greenvale Park)

507.645.3422 (Kid Ventures at Spring Creek)

## Table of Contents

Welcome .....	4
District and Program Mission .....	4
Kid Ventures Contact Information .....	4
Registration .....	5
Family Involvement .....	5
Communication to Families	
Communicating Concerns/Suggestions to Staff	
Family Responsibility Checklist .....	5-6
General Information .....	6-7
Lunch/Snack	
Energy Curtailment	
Apparel	
Personal Property	
Transportation	
Severe Weather   Notification	
Release Days/Late Start.....	7
Summer Programming.....	8
Safety and Security .....	8-10
Child Protection	
Signing In/Out	
Program Opens at 6:30 a.m.	
Release of Children	
Custody	
Late Pick Up	
Absences	
Legal Custody	
Building and Physical Premises	
Emergency Preparedness	
Illness/Medical Conditions .....	10-12
Illness	
Medication	
Allergies	
Immunizations	
Absences/Sick Leave	
Accommodations/Program Qualifications .....	12-13
Release of Information	
Billing .....	13-14
School Year Enrollment Options .....	14-15

Before and/or After School Care	
Release Days	
Wednesday Late Start	
Contract Terms .....	15-16
Schedule Change/Add Ons/ Withdrawal	
Additional Fees	
Additional Contract	
Sick/Vacation Leave	
Staff Responsibilities .....	16
Staffing .....	16-17
Behavior Expectations .....	17
Behavior Management .....	17-18
Suspension from School .....	18
Behavior Incident Reports .....	18-19
Dismissal from the program .....	19-20

## **Welcome to Kid Ventures!**

Kid Ventures is excited that you have selected our school age program for your child! Our goal is to create a caring, quality learning environment that complements 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.

Kid Ventures offers low staff-to-student ratios and a variety of enrichment opportunities. Kid Ventures 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. Kid Ventures also encompasses the "youth voice" to incorporate a wide range of youth- driven programming.

Kid Ventures 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, Kid Ventures is open from 6:30 am-6:00 pm, Monday–Friday.

Kid Ventures is offered through Northfield Public Schools Community Education. Like all other district programs, we are governed by the policies and guidelines of the Board of Education. Kid Ventures 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 Kid Ventures!

## **District Vision**

We prepare every student for lifelong success by developing critical thinkers who are curious and ready to engage in our society.

## **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.

### **Kid Ventures Sites**

**Bridgewater Elementary**  
401 Jefferson Parkway, Northfield, MN 55057  
507.664.3395

**Greenvale Park Elementary**  
500 Lincoln Parkway Northfield, MN 55057  
507.645.3507

**Spring Creek Elementary**  
1400 Maple Street Northfield, MN 55057  
507.645.3422

### **Ventures Main Office**

**Northfield Community Education Center**  
700 Lincoln Parkway, Northfield, MN 55057  
507.645.1200

**Breezy Barrett, Ventures Coordinator**  
507.645.1245  
BBarrett@northfieldschools.org

**Martha Donahoe, Administrative Assistant**  
507.664.1200  
MDonahoe@northfieldschools.org

**Erin Bailey, Director of Community Education** EBailey@northfieldschools.org

## **Registration**

Kid Ventures registrations are accepted on a space available basis. Registration for the following school year will open each spring. Registration for the summer program opens in mid-March. Registration information is always available online by following the Community Education tab on the Northfield Public School's website: [www.northfieldschools.org](http://www.northfieldschools.org)

Families may also call the Ventures main office at 507-645-1200 to inquire about availability and the registration process.

Payment of the registration fee must accompany the Kid Ventures registration. All previous balances must be cleared before a child can re-enroll into the Kid Ventures program. If the site you select is full, you will be notified as soon as possible and your child's name will be placed on a waiting list. Registration is on a first come, first served basis. Kid Ventures will approve registrations until the first week of August or we reach our designated capacity, whichever comes first.

## **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 Kid Ventures program hours.

### **Communication to Families**

Each Kid Venture location uses a parent/guardian 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 507-645-1245.

### **Family Responsibility Checklist**

- Read the Kid Ventures 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/guardian 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 Education 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

Kid Ventures 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, Kid Ventures 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. Kid Ventures 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. Kid Ventures 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. Kid Ventures is not responsible for lost or damaged personal belongings.

### Transportation

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

## **Severe Weather**

- If school is closed for the day because of severe weather, all Kid Ventures programming will also be closed.
- If school has a delayed starting time, there will be no Kid Ventures before school programming.
- If school is dismissed early, Kid Ventures after school programming will remain open for up to one hour following the dismissal. If children come to Kid Ventures, their parents/guardians 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.
- Kid Ventures closing after 3:00 p.m. -- If the weather becomes severe after children have arrived, Kid Ventures may decide to close early. Kid Ventures will contact families to let them know.
- Non-school days: In case of severe weather, Kid Ventures may be closed for the day, or may close early. You will be notified during the day if Kid Ventures closes early.
- Credit is not given towards Ventures programs for days or time missed due to emergency closings.

## **Notification**

K-12 families will receive a Skylert message if severe weather impacts a regular school day.

KV families receive an email from the Ventures Coordinator if severe weather impacts a non-school day.

## **Radio and Television Stations**

KYMN (1080 AM), KDHL (920 AM) and WCCO (830) radio stations as well as WCCO-TV, KARE-TV, KSTP-TV, and KMSP-TV

## **Release Days/Late Start**

### **Release Days**

Kid Ventures is open on most non-school days. Release days are open from 6:30 a.m. until 6:00 p.m. All Kid Ventures sites will be combined into one site for each release day. A calendar of dates can be found on our [website](#). Kid Ventures provides field trips and/or on-site enrichment opportunities on release days. Families must register for release days online by the due date. Release day spaces are limited and are filled on a first-come, first-serve basis. Release days are non-refundable unless canceled in writing at least two weeks in advance.

### **Late Start Wednesdays**

All Kid Ventures sites will be open for care during late start Wednesdays. Care for just the late start - at 8:10 a.m. for Bridgewater and Spring Creek and at 8:05 a.m. at Greenvale Park. The late start runs for one hour until school begins. If you are normally contracted on Wednesday mornings, you do NOT need to complete the additional late start registration. If you are not contracted for Wednesday mornings, you must register online for the additional "Late Start Wednesdays" and pay the designated fee per Wednesday. Late start Wednesday registration can be found on our website.

## **Summer Programming**

The Kid Ventures 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 Kid Ventures is available on the website in early March with registration taking place in mid to late March.

## **Security and Safety**

### **Child Protection**

Kid Ventures must comply with the reporting requirements for abuse and neglect specified in Minnesota Chapter 260 E including:

- Any person may voluntarily report abuse or neglect.
- Kid Ventures 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 the 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.
- Kid Ventures provides training to all staff related to the mandated reporting responsibilities as specified in the Reporting of Maltreatment of Minors Act (MN chapter 260 E). Kid Ventures documents this training in individual personnel records and monitors implementation by staff.

### **Signing In and Out**

For the safety of each child, Kid Ventures requires that a parent/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 Kid Ventures. 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, Kid Ventures staff will sign them in to the program.

### **Our program opens at 6:30 a.m.**

Although our staff may arrive before 6:30 a.m. 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 in their emergency information, unless Kid Ventures 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/guardians must call to inform Kid

Ventures staff if someone other than an authorized person listed in the emergency information will pick up their child. A description of the person and driver's license may be requested for verification. Children will not be released to an unauthorized person until identification and verification can be made.

### **Custody**

Ventures staff will not be involved in custody disputes between parents/guardians. In the event of a divorce, separation, or joint custody ruling, every effort will be made for Kid Ventures to treat each parent/guardian equally. If parents/guardians have custody issues, they must provide Ventures staff with a copy of any relevant court orders. It is the parents'/guardians' responsibility to work out the scheduling and payments for child care. The person identified as the primary account user is responsible for making payments associated with the Ventures account, unless a court order states something different.

### **Late Pick Up**

Children must be picked up by closing time, which is 6:00 p.m. Families will be charged \$1 per child for every minute late. If you have an emergency and must be late, please call your Kid Venture 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/guardian

After 20 minutes: Call emergency contacts listed for child

After 60 minutes: Call police

### **Absences**

Families **must** notify Kid Ventures site staff if children will be absent at any time for any reason. School offices do not automatically provide Kid Ventures 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 Kid Ventures staff of absences. Increased fees will be imposed for continued occurrences.

### **Building and Physical Premises**

Kid Ventures 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. Kid Ventures 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**

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

Kid Ventures 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

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

Kid Ventures 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/guardian. Kid Ventures 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/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 Kid Ventures 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 Kid Ventures, 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.

Kid Ventures will post or give notice to the parent/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/guardian 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/Guardians should also keep children home from Kid Ventures:

- 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. Kid Ventures is not linked to a main school office database, so parents/guardians must contact Kid Ventures separately with family information changes, address, absences etc.

### **Medication**

Parents/Guardians must inform the Kid Ventures 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 Kid Ventures, 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/guardian or destroyed. Medication is not accessible from the school nurse's office.

Should medication be administered during program hours, Kid Ventures 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.

Kid Ventures 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, Kid Ventures must obtain written permission from a child's family to administer sunscreen, insect repellent, and hand sanitizer. Kid Ventures 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, Kid Ventures must obtain documentation of any known allergies from the child's parent/guardian. This can be done through the online registration process. Kid Ventures 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.

Kid Ventures 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, Kid Ventures 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 Kid Ventures summer program or Kid Ventures 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. Kid Ventures does not provide care for non NPS students on regular school days.

## **Absences/Sick Leave**

Call your Kid Ventures 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**

Kid Ventures 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, Kid Ventures 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 Kid Ventures can hire additional staff with the skills necessary to meet the child's needs and/or work with school caseworkers to determine the level of care.

### **\*Please Note the Following Criteria Children Must Meet to Enroll in Kid Ventures\***

- All children are expected to be toilet trained. Kid Ventures 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 Kid Ventures 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 507-645-1245. Information regarding a student's needs will not be used to prohibit a child's enrollment in Kid Ventures, 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**

Kid Ventures follows the [data privacy policy](#) of the district, which is sent to all district families at the beginning of each school year. It is also available upon request from the district office. Kid Ventures 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 Kid Ventures program.

### **Billing**

Kid Ventures bills are generated at the beginning of every month. All families can access their account online and it is each family's responsibility to make payments by the due date.

#### **Kid Ventures Billing Information**

- The registration fee is due when the child's contract is accepted.
- 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 days will be charged upon acceptance of the release day contract.
- Tuition must be paid via check, cash, or online via credit card. Checks and cash should be brought to the Northfield Public Schools Community Education office located at 700 Lincoln Parkway, Northfield, MN 55057. Please make all checks payable to "Kid Ventures" and put your child(ren)'s name in the memo line.
- Monthly invoices are generated the first week of every month. Invoices must be paid in full by the last day of the respective month.
- There will be a \$20 late fee added to your account for all invoices not paid by the due date.
- While multiple attempts will be made to contact the family regarding an overdue balance, Kid Ventures reserves the right to terminate child care services when payment is delinquent. Kid Ventures also reserves the right to send delinquent accounts to a collection agency. Families will be responsible for any and all additional collection fees accumulated while recovering monies on delinquent accounts. Should an account be sent to collections, the family may not re-enroll with Kid

Ventures for at least one year, regardless of whether the account has been paid in full to the collection agency.

- Overdraft checks will be processed accordingly by the district's third party vendor and applicable fees may apply. 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.
- Kid Ventures must receive written authorization for families receiving financial assistance from outside agencies before childcare can begin. If financial assistance is canceled, 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).

**Kid Ventures tuition is due in full by the last day of the month. Failure to pay tuition will result in termination of child care services.**

#### **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**

#### **Before and/or After School**

- Families must register for a consistent schedule.
- A two day per week minimum is required (Ex. 2 am sessions and/or 2 pm sessions.) The only time that children do not need to be registered for two days per week is if they are ONLY registered for the one hour Wednesday late start.
- 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 Kid Ventures office. Complete a change of schedule form, sign, date and return to the Kid Ventures office with a \$5.00 contract change fee. The contract revision will become effective two weeks after the request has been received in the Kid Ventures office. No schedule changes will be granted until October.
- When leaving the Kid Ventures 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 Kid Ventures 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 canceled due to low enrollment.

### **Wednesday Late Start**

All Kid Ventures sites will be open for care during late start Wednesdays. Care for just the late start begins at 8:10 a.m. for Bridgewater and Spring Creek and at 8:05 a.m. at Greenvale Park. The late start runs for one hour until school begins. If you are normally contracted on Wednesday mornings, you do NOT need to complete the additional late start registration. If you are not contracted for Wednesday mornings, you must submit the additional “Late Start Wednesday” registration and pay the designated fee per Wednesday. Late start registration is available on our website.

## **Contract Terms**

### **Schedule Changes/ Add Ons/ Withdrawal**

- Additional days may be added **IF** space is available. The additional payment is due by the end of the month.
- Families may make permanent schedule changes by submitting a “change of schedule form” or requesting the schedule change via Eleyo. 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.
- 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 contract acceptance with any new Kid Ventures session.
- 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 Kid Ventures staff.
- A \$20 late fee will be added to your account for any invoice that is not paid by the due date.

### **Additional Contract**

- Full payment of contracted days is due whether or not children are in attendance.
- No credits for changes will be given for days students are out sick, on vacation, or absent for any reason.
- Tuition invoices will be generated at the start of each month. Monthly invoices must be paid in full by the end of each respective month. All families are strongly encouraged to view and pay their account online.
- Kid Ventures reserves the right to limit or terminate service due to non-payment.

- All billing is done at the Community Education Office, located at the Northfield Community Education Center. For billing inquiries, contact the Community Education office at 507-645-1200.

### **Sick/Vacation Leave**

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

### **Staff Responsibilities**

- To provide safe, enriching, challenging, engaging, fun, and developmentally appropriate activities for children in the Kid Ventures 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 Kid Ventures program.
- To keep families up-to-date with Kid Ventures happenings and use the parent/guardian table and parent/guardian board as a means of communication.
- To build healthy, positive relationships with students and families.
- To use positive behavior guidance and not subject children to:
  - corporal punishment, including but not limited to rough handling, shoving, hair pulling, ear pulling, shaking, slapping, kicking, biting, pinching, hitting, and spanking;
  - humiliation
  - abusive language
  - the use of mechanical restraints, including tying;
  - the use of physical restraints other than to physically hold a child when containment is necessary to protect the child or others from harm;
  - prone restraints
  - the withholding or forcing of food and other basic needs
- To supervise each child at all times.
- To be responsible for the ongoing activity of each child, appropriate visual or auditory awareness, physical proximity, and knowledge of activity requirements and each child's needs.
- To intervene when necessary to ensure a child's safety.
- To determine the appropriate level of supervision of a child, staff must consider:
  - the age of the child
  - individual differences and abilities
  - indoor and outdoor layout of the child care program; and
  - environmental circumstances, hazards, and risks.

### **Staffing**

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

Kid Ventures 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. Kid Ventures staff are trained 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 Kid Ventures, 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**

Kid Ventures 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.

Kid Ventures 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, they may not attend Kid Ventures 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 Kid Ventures 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/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/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/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/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/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 scheduled day. (Fees will be charged during their absence.) The parent/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/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 preempt other children. The child cannot be placed on a waiting list until the above criteria have been met.

### **Dismissal from the Program**

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

#### **Child-related probable cause for dismissal:**

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

#### **Parent/Guardian-related probable causes for dismissal:**

- Failure to complete, sign, and return appropriate program forms.
- Harmful, threatening, or inappropriate behavior toward staff, children, or other parents/guardians.
- Consistent late or non-payment of tuition and program fees.
- Refusal to cooperate and work with Kid Ventures staff to correct behavior concerns.

- Repeated instances of failure to sign child in and out
- Lack of adherence to Kid Ventures policies and procedures.
- Repeated instances of late pick up.