

**HT KIDS PLACE
CHILD CARE PROGRAM
PARENT HANDBOOK**



**HT Kids Place
Summer & School Year
Programs**

HT Kids Place

80 Edward Street South

Pierz, MN 56364

(320) 232 - 5775

www.holytrinitypierz.org/ht-kids-place

Sponsored by

Holy Trinity Catholic School

(320) 468-6446

July 2022

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HISTORY

HT Kids Place opened in 2006 and was run as a licensed exempt school age child care program. In 2017, HT Kids Place became a licensed child care program serving children ages 42 months through age 11. In June of 2019, HT Kids Place became a Parent Aware rated program.

MISSION STATEMENT

At HT Kids Place, we believe in the value and uniqueness of each child we serve. Our childcare experience is designed to promote each child's own individual social, emotional, physical, and cognitive development.

As caregivers and educators, our mission is to provide a safe and developmentally appropriate learning environment, which fosters a child's natural desire to explore, discover, create, and become a lifelong learner.

PHILOSOPHY

Our child care program offers activities and experiences for children within a fun and safe environment. The program is designed with flexibility and creativity in order to respond to each child's individual needs.

This child centered program offers children opportunities to pursue personal interests, develop friendships, and build self-confidence. The goal of our staff is to provide a daily variety of fun and stimulating choices for activities.

GENERAL CENTER INFORMATION

ADMINISTRATION

School Administrator: Mrs. Michelle Litke
mlitke@holyltrinitypierz.org
(320) 468-6446

Office Hours: M-F 8am-3:30pm

*Summer office hours vary, please call to make an appointment

HOURS OF OPERATION

HT Kids Place is open Monday through Friday from 6:45am to 5:45pm. The center is closed for the following dates:

New Year's Day	Memorial Day	Fourth of July
Labor Day	Thanksgiving (Thursday & Friday)	Christmas (December 24 & 25)

Summer Care begins the Monday after school is released. **HT Kids Place closes for the last TWO WEEKS prior to the start of the school year for training, cleaning and preparing for the school year program.**

HT Kids Place may also close throughout the year for staff training and other occasions as deemed necessary by the director and/or administrator. Parents will be notified of any closures as soon as dates have been set.

PROGRAMS

HT Kids Place offers three childcare programs (flat rate fee, regardless of attendance). They are:

- | | | |
|----------------------------|---------------|--------------------------|
| • Before School Care | 6:45am-8:00am | Weekly Fee: \$25.00 |
| • After School Care | 3:00pm-5:45pm | Weekly Fee: \$35.00 |
| • Non School Day | 6:45am-5:45pm | Daily Fee: \$30.00 |
| • Early Release School Day | 1:00pm-5:45pm | Partial Day Fee: \$20.00 |
| • Summer Care | 6:45am-5:45pm | Weekly Fee: \$150.00 |

ENROLLMENT REQUIREMENTS

*** Children ages 3 1/2 (42 months) through age 11 ***

- Preschool - 3 ½ years through age 5.
- School age - Age 5 (must have completed the first day of Kindergarten) through age 11.
- Children must be bathroom independent.
- Account is in good standing. All fees are paid in full.
- Enrollment on any one day is limited to 25 children (School Age and Preschool combination), per HT Kids Place state license.

RATIOS

At HT Kids Place, we maintain the following staff-to-child ratios at all times:

<u>Age of Children</u>	<u>Minimum Ratio of Staff to Children</u>
42 months through Age 5	1 staff for every 10 children
Age 5 through Age 11	1 staff for every 15 children

When preschool age children are present, staff will abide by the 1 staff to 10 children ratio.

LICENSING

HT Kids Place is licensed through the State of MN. Our license number is 1076797.

WEATHER-RELATED CLOSINGS

HT Kids Place follows the closures and delays in accordance with Holy Trinity Catholic School and Pierz School District #484.

- When school is delayed due to weather conditions, HT Kids Place morning care is canceled.
- If school is released early due to weather conditions, HT Kids Place after school care will be closed.
- If school is canceled due to weather conditions, HT Kids Place will be closed.

HT Kids Place will inform parents via a text message from the online communication program and a Facebook post will be sent via Holy Trinity Catholic School's Facebook page.

UPDATING ENROLLMENT RECORDS

Each fall & summer, HT Kids Place completes an audit of enrollment records. At the conclusion of this audit, families will be notified of necessary updates. Some forms must be updated every year, including the Emergency Contact and Medical Consent forms.

Other records must be updated throughout the year, such as immunization records. In addition, any time a family's information changes such as address, phone numbers or health insurance provider, a new Emergency Contact and Medical Consent form must be completed.

COMMUNICATION PROGRAM

HT Kids Place uses an online communication app (Brightwheel) to communicate with parents. Emails and text messages regarding schedules, weather related closures and other communication will be via the online program.

You may also reach us by phone (320) 232-5775.

SPECIAL NEEDS FOR A CHILD

Parents of a child requiring special needs must discuss this with the director prior to registration to ensure that HT Kids Place can provide a safe place for the child, and that our staff can provide adequate services.

CONFIDENTIALITY

Confidentiality is a top priority for HT Kids Place. Personal information of families and staff will not be shared for any reason without prior written consent of the individual. When discussing a child's activities and friends in the classroom, only first names will be used. In situations regarding behavior problems and/or Discipline/Separation Reports, names of children involved will never be given to families.

DISCRIMINATION

HT Kids Place will not discriminate in admission on the basis of sex, religion, creed, color, national origin, or source of payments. Children of all faiths and schools in the Pierz School District are welcome.

- **POLICY #S100**

FEDERAL AND STATE ANTI-DISCRIMINATION POLICY

In fulfilling the obligation imposed by federal and state anti-discrimination laws and regulations, the following resolution was adopted by the Holy Trinity Catholic School Board on April 12, 2012. It is the policy of Holy Trinity Catholic School to comply with federal and state laws prohibiting discrimination and all requirements imposed by or pursuant to regulations issued thereto, to the end that no person in this school shall, on the grounds of race, color, national and ethnic origin, sex, status with regard to public assistance, age, or disability be excluded from participation in, be denied the benefits or, or be otherwise subjected to discrimination under any educational program, or in employment, or recruitment consideration, or selection, whether part-time or full-time under any educational program, employment, or activity operated by the school.

Exceptions to this non-discrimination policy may be necessary when based upon a bona fide occupational qualification or in exercising the religious rights afforded Holy Trinity Catholic School under the Minnesota and United States Constitutions.

Holy Trinity Catholic School is in compliance with the above resolution.

The Title IX coordinator for Holy Trinity Catholic School is its administrator.

RIGHT OF REFUSAL IN PROGRAM

HT Kids Place and its staff reserve the right to reject registration or discontinue participation in the HT Kids Place child care program due to matters such as, but not limited to:

- Ongoing discipline or behavior concerns, violations of school policies or state laws
- Delinquent payments, lack of communication regarding when a child will not be attending or similar circumstances
- The staff and/or parent determines that the program cannot meet the needs of the child

If your child attends Kids Place program after their termination date, you or your emergency will be contacted for immediate pick up.

AMENDMENTS

HT Kids Place reserves the right to revise its policies, practices and standards as deemed appropriate by the director. Families will be notified of updates to the handbook.

CURRICULUM

Curriculum at Kids Place involves child-initiated and teacher-directed activities and experiences offered to young children that support and enrich their development physically, emotionally, socially, and cognitively. The lesson plans contain a number of activities, designed to foster each child's development, and the development of the group as a whole. Lesson plans may be changed in order to accommodate the children's changing interests.

The Kids Place classroom is set up in centers, which includes books, dramatic play, blocks, gross motor, fine motor, and art. Outdoor play is important to a child's physical development and must be included in the schedule (weather permitting). Self-selection or "free play" is a daily part of the curriculum and means a child has the opportunity to choose which center or activity he/she participates in. This promotes creative expression and development of important social skills.

DAILY SCHEDULES AND ACTIVITIES

The classroom teachers work cooperatively to create a daily schedule and plan activities that meet each child's developmental abilities and needs. The daily schedule and activities create a balance between active and quiet times; large and small group, and individual activities; small and large muscle activities; indoor and outdoor play times; as well as times for self-selection and teacher-directed activities.

Consistency from day-to-day is particularly important to the overall well-being of the children and classroom environment. Children **thrive** on consistency! Routines will be maintained whenever possible for arrivals and departures; meals and snacks; resting or quiet times; and transitions.

FREE PLAY

"Free play" (also called child-initiated activities, free choice, self-selection) activities are incorporated into the morning and afternoon schedule. During free-play, teachers actively participate with the children by asking questions about what they are doing, participating in their pretend play, reading books when prompted, encouraging children to try new activities or play with a new toy, etc. Free-play is another opportunity for a child to grow socially and cognitively through the development of relationships.

OUTDOOR PLAY

Outdoor play is incorporated into the daily schedule for the after-school and full day programs. There is less structure in an outdoor learning environment; however, staff members actively engage in activities when prompted by the children. Outdoor play is an opportunity for children to run, jump, climb and use their bodies in ways that would otherwise be unsafe in an indoor classroom. In addition, a large amount of social interaction takes place when children play outdoors.

Children will go outside year-round, including winter. When temperatures reach 0°F or below 0°F with windchill, HT Kids Place will not allow children to have outdoor play time.

It is important for parents to send their children with appropriate clothing and outerwear for the weather conditions (e.g. coat, snow pants, boots, gloves, etc.). **Please clearly label all articles of clothing with your child's name.** HT Kids Place does not carry extra articles of clothing. If a child is not dressed properly for the weather, he/she may need to remain inside.

QUIET/REST TIME

The Minnesota Department of Human Services requires that all preschool aged children must be provided regularly scheduled nap or rest time. Children will not be forced to sleep but may be encouraged to lie quietly for a period of time.

The length of time a child should have to remain resting varies by the child. The minimum amount of time for quiet/rest time is 30 minutes. Children will be provided alternative quiet activities if unable to rest.

Children are encouraged to bring a blanket or towel from home to use during quiet/rest time. A stuffed animal is allowed to be used during quiet/rest time as well. All items will be stored in your child's locker. All items should be clearly labeled with your child's name and will be sent home when soiled and after 2 weeks of use at the program. HT Kids Place provides a cot for the child to lie on and will be sanitized after every use by a staff member.

MULTIMEDIA

The use of multimedia in our program is an extension of the teaching and learning that takes place in our classrooms. Teachers may select movies based upon weekly themes or special celebration days. Children are not required to view part or all of a video, teachers will also provide another activity if a child chooses not to view the movie.

All multimedia must have a rating of "E", "G", or "PG" to be shown at HT Kids Place. Children are limited to a specified amount of time per week that they may view multimedia:

Preschoolers	Maximum 1 movie/month; or 60 minutes/week
School age	Maximum 2 movies/month; or 60 minutes/week

WEAPONS/VIOLENT PLAY

There is a strict policy of allowing no weapon play at HT Kids Place. Children are not permitted to play with weapons of any type or size, or to pretend that other items are weapons, including fingers, hands or blocks. Redirection will be used when a child is engaging in weapon or violent play.

If a child brings a toy weapon to HT Kids Place, the toy will be placed out of sight and sent home the same day with a note explaining the policy on weapons. If the child brings the toy weapon again, parents will be contacted to pick up the toy weapon and child immediately.

If a child brings a weapon to HT Kids Place, the weapon will be placed out of reach of children and parents will be contacted for immediate pick up. A meeting between the Holy Trinity Catholic School Administrator, HTKP Director, lead teacher and parents will take place to determine a child's eligibility to continue in the program.

PETS & VISITING ANIMALS

Staff may introduce a class pet to the classroom. Pets and visiting animals that are brought into the classroom must be carefully considered for their temperament, health risks, and appropriateness for young children. No animal may be brought into Kids Place without first notifying and receiving permission from the director and/or the lead teacher. Once approved, pets and visiting animals must have documentation from a licensed veterinarian indicating that the animal is fully immunized and suitable for contact with children.

ASSESSMENTS

Teachers are continually watching, observing, and each preschool aged child's development. By tracking a child's development, our teachers are able to plan activities that are appropriate for each child's developmental abilities.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are set up by request of the child's parents or by the lead teacher. The goal of the parent-teacher conference is to gain insight into your child's development. During conferences, your child's development and any goals you may have for your child will be discussed. Parents are encouraged to request conferences whenever they feel it necessary.

FIELD TRIPS

HT Kids Place offers a variety of experiences both at and away from the center. Field trips outside of the Pierz city limits and/or longer than two hours will require a "Field Trip Permission Form." Parents will be notified at least two weeks in advance of all field trips requiring a "Field Trip Permission Form." If you do not wish for your child to attend a particular

field trip, please find alternative childcare arrangements for that day, as we will not have staff available. Parents are responsible to pay any fees associated with the cost of a field trip, including busing.

As a participant in our child care program, your child may participate in short, unannounced field trips including but not limited to: walks as a class to local playgrounds, trips to local businesses, and trips to the local library. Teacher-child ratios are maintained at all times. A “Parent/Guardian Permission Form” must be completed at the time of enrollment for this type of field trip.

Volunteers for a field trip **must** complete a background check and Safe Environment training at parent’s expense. Contact the director to assist in setting up completion of the background check one month before the event through HTCS.

RULES RELATED TO TRANSPORTATION

HT Kids Place staff are not able to transport children in a vehicle for any reason.

For all field trips that require transportation, staff will reserve a bus through Pierz ISD #484. Bus drivers with proper license and insurance will be provided by the district. Children will maintain bus safety rules while occupying the bus. If children violate bus safety rules during a field trip, parents may be requested to come pick them up and that child may not be able to participate in field trips that require busing in the future.

MEALS & SNACKS

HT Kids Place partners with the CACFP to provide nutritious meals for each and every child. HT Kids Place provides a daily breakfast, lunch and afternoon snack daily on non school days and summer days.

During the school year, HT Kids Place requests that parents provide breakfast during the morning care program. HT Kids Place will provide a nutritious afternoon snack during the afterschool program.

Menus will be posted on the bulletin board. You may request a copy to take home if you would like.

Children will be encouraged to sample all foods that are offered, but will never be forced to eat. Please inform your child’s teacher if your child cannot eat a certain food or has different dietary needs (e.g. vegetarian, vegan, lactose intolerant) so a substitution can be made.

FOOD ALLERGIES

Parents must notify the HT Kids Place Director of any food allergies their child(ren) have. Based on the needs of the child(ren), the center will notify all families of the food allergy.

Prescribed diet needs. The license holder must provide for a child's dietary needs prescribed by the child's source of medical care or require the parent to provide the prescribed diet items that are not part of the menu plan approved in subpart 2. A license holder serving a child who has a prescribed diet must keep the diet order and its duration specified in the child's record. All staff designated to provide care to the child must be informed of the diet order. Please contact the director or lead teacher for further information.

Institutions or organizations who sponsor and operate a federally funded Child Nutrition Program must make reasonable substitutions to meals and/or snacks on a case-by-case basis for participants who are considered to have a disability that restricts their diet: School Nutrition Program – 7 CFR 210.10(m), Child and Adult Care Food Program – 7 CFR 226.20 (g), Summer Food Service Program – 7 CFR 225.16(f)(4). According to the ADA Amendments Act, most physical and mental impairments that substantially limit or affect one or more major life activities or bodily functions will constitute a disability.

Sponsors are not required to accommodate special dietary requests that do not constitute a disability, including requests related to religious or moral convictions or personal preference. If these requests are accommodated, sponsors must ensure that all USDA meal pattern and nutrient requirements are met

Children are welcome to bring in special treats to celebrate a birthday or holiday. All items must be store bought and still in the original packaging.

FOOD ALLERGY ACTION PLAN

If your child has a food allergy, please complete a Food Allergy Action Plan Form, available on site or by request. This form will be posted in your child's file, classroom and in food preparation areas. If medication for an allergic reaction is provided, please have your physician sign the Food Allergy Plan and complete a Prescription Medication Form. This form is located in room 104 or by request.

CLOTHING AND ITEMS FROM HOME

CLOTHING

Please send your child to HT Kids place in comfortable, weather appropriate clothing. Outdoor play is scheduled every day (weather permitting). We expect all children to be dressed appropriately for both indoor and outdoor activities.

All children occasionally get their clothes wet and/or have toileting accidents. Whenever this occurs, it is best to change the child into an extra set of clothing provided by the family. Please send season appropriate extra clothing with your child to be kept in their lockers.

ITEMS FROM HOME

Toys from home are not allowed at HT Kids Place. If a child is found with a toy from home, the teacher will ask the child to put the toy in their locker. If the toy reappears throughout the day, the teacher may request the toy and place it on the teachers desk until the child is picked up. Parents will be notified at pick up and reminded of the policy for items from home. **HT Kids Place is not responsible for lost, stolen or damaged items.**

ARRIVAL AND DEPARTURE

ARRIVAL

HT Kids Place opens at 6:45am, or later based on child schedules. Parents are required to accompany their child into the building and into their child's classroom.

Holy Trinity Catholic School's locked door policy states that all doors are to remain locked at all times. To access the building, parents are required to pay a deposit for a key fob. Fobs are \$15 for one or \$25 for two. Monies collected for key fobs will be reimbursed to parents once the key is returned to the site. Fobs are the parents' responsibility and are not to be given to a child. If you lose your fob, please notify the director immediately to discontinue the access code and set up a new fob. Parents who lose their fob will have to pay a non-refundable \$5.00 fee for a new one.

Parents are encouraged to communicate with the teacher about their child's temperament that particular day, how he/she slept the night before, and whether he/she has eaten that morning, etc.

Most children go through periods of difficulty with separating from their parent(s). This is common and developmentally appropriate for preschoolers. Try these tips for a successful drop-off:

- **Establish a regular, predictable routine.** Whether you have a kiss and a hug and go, or help your child put his/her things away, do it the same every day.
- **Separate once.** Remember the moment of separation is the worst part for your child, so doing it more than once makes it more stressful for your child.
- **Be reliable.** Return when promised. Phrase time in terms your child will understand. For example, you will be back after lunch or before the second snack time.

Pioneer Elementary students will be transported by a Pierz ISD #484 school bus to Pioneer Elementary Monday-Friday during the school year. Students will be transported back to HT Kids Place after school from Pioneer Elementary by a Pierz ISD #484 school bus. Parents will be notified of the times when the schedule has been set.

DEPARTURE

HT Kids Place closes at 5:45pm Monday through Friday. If you will be late picking up your child, please provide us with as much notice as possible. Please note that there is a \$5 late fee for every 5 minutes you are late. If late pick ups become a habit, the director may terminate care with the program.

Be sure to say good-bye to your child's teachers so they know you are leaving. Once you have reunited with your child and are departing, HT Kids Place is no longer responsible for your child. For safety reasons, please do not let your child run ahead of you inside or outside of the building.

If someone we are not familiar with is to pick up your child, it is essential that you inform us in advance of the pick-up. This person must be listed as an authorized person on the registration form. Remind the authorized person that they may be asked for identification such as a driver's license to ensure your child's safety. Even if the individual has picked up before, he or she may still need identification.

If parents do not arrive to pick up their child from the program, staff members will first try to contact the parents using all phone numbers provided on the registration form. If parents are unable to be reached, staff members will try to contact all emergency contacts. If staff members are unable to contact all members listed, the staff member will contact the Pierz Police Department.

Please be sure to list persons, if any, who are NOT allowed to pick up your child on your registration form. Please be as detailed as you can and send pictures if possible. If said persons show up in an attempt to pick up, Pierz Police will be notified first, then a phone call to the parents. HT Kids Place staff will try to distract and talk to the adult but will not physically stop the person. HT Kids Place will follow the child and adult, if safe, outside to get a make, model and license plate number of the vehicle.

ATTENDANCE

Regular attendance is strongly encouraged for the benefit of the child as well as the classroom as a whole. If your child will be absent, please call the center at (320) 232-5775 as soon as you can so that your teacher can make any accommodations to the lesson plan.

*Please notify **both** the SCHOOL and HT KIDS PLACE if your child is attending or not attending Kids Place. Kids Place uses the schedule provided at registration to check students off of the bus for the after care program. Staff will notify the bus and then the parent if a child does NOT get off of the bus after school. There is a **Finders Fee of \$10** if your child is scheduled to attend HT Kids Place but does not due to failure to notify staff.

If your child will be absent for an extended period of time (more than 2-3 days), the center must be notified prior to the date of absence and notified of the expected return date.

DROP INS

Due to staffing requirements and scheduling, drop-ins will no longer be allowed.

HEALTH AND SAFETY POLICIES

ILLNESS

Our first priority at HT Kids Place is providing a healthy and safe learning environment for all children. A child will be sent home or should not attend Kids Place if they are ill. Please see the list below for our guidelines on when a child will be sent home or cannot attend Kids Place due to illness.

- **COVID-19:** Students and staff with a positive diagnosis will be required to stay home through day 5. Students and staff may return on day 6, while wearing a mask (through day 10), and with improvement of symptoms, as well as fever free and medication free for 24 hours. If staff or students do not want to wear a mask, they may

return on day 11, with improvement of symptoms, as well as fever free and medication free for 24 hours. Please be aware that guidelines can change; we will do our best to keep you updated.

- **Fever of 100 or greater:** Can return when the child has been fever free for **24 hours WITHOUT** the aid of medication
- **Diarrhea:** If your child has 2 or more diarrhea episodes, or any uncontained diarrhea while at HT Kids Place, you will be called to pick him/her up. Can return when they have been diarrhea free for 24 hours.
- **Vomiting:** Can return when they have been vomit free for 24 hours.
- **Rash:** A rash may be a sign of many illnesses, such as measles or chickenpox. Please do not send your child to HT Kids Place with a rash until the doctor says it is ok to do so. If a rash presents on your child while at HT Kids Place, the school nurse will be notified and you may have to come pick him/her up.
- **Pink Eye (conjunctivitis):** Child may return 24 hours after treatment has been started. Parents may be called to pick up the child if the child cannot keep hands away from their eyes.
- **Impetigo:** Child may return 24 hours after treatment has been started. A doctor's note with time and date that treatment has begun is required to return.
- **Strep Throat:** Child may return 24 hours after treatment has been started and fever free.
- **Hand Foot and Mouth:** Child may return when sores have dried and crusted and is fever free.
- **Chicken Pox:** Child may return when all sores have dried and crusted (usually 6 days).
- **Pertussis (Whooping Cough):** Child may return 5 days after appropriate treatment has been completed. A doctor's note with time and date that treatment has begun is required to return.
- **Measles, Mumps, Rubella:** When a doctor has deemed the child able to be fit for child care. Must have a doctor's note.
- **Unspecified respiratory illness including colds:** Colds are a common occurrence. However, there are some symptoms that warrant keeping a child home. These include, but are not limited to:
 - Bad cold with hacking or persistent cough
 - Green or yellow nasal drainage
 - Productive cough with green or yellow phlegm being coughed upIf your child has a cold, please notify us. We encourage extra fluids and proper handwashing. If there are cold medications or cough drops that your child may need, we can administer them with your doctor's advice and your written permission.
 - Please note that we will NOT keep a child with a cold indoors. If your child cannot participate in the ordinary routine, he/she is probably too sick to be at HT Kids Place. Fresh air with proper attire is always healthy.
- **Head Lice:** Children will be sent home if their child presents with excessive itching and if head lice is discovered by staff. Staff will monitor for excessive itching.

We will follow MN ADM RULE **9503.0080 EXCLUSION OF SICK CHILDREN.**

If a child becomes ill while at HT Kids Place, a staff member will complete a Child Symptom Record and document all symptoms. The child will be removed from the classroom or secluded in the room to limit the exposure to other children. An ill child (if present during the school year day) will be sent to the nurses office to wait for his/her parents to arrive. Other times, children will remain supervised but secluded from the other children to wait for parents to arrive. For this reason, we ask families to make every effort to pick up a sick child as soon as possible.

HT Kids Place reserves the right to make the final determination of exclusion due to illness. Any exceptions to our illness policy will require a written note from a licensed healthcare professional stating that the child is not contagious.

Please note that payment of weekly care will not be reduced in the event that your child is absent for any amount of time due to illness.

NOTICE OF EXPOSURE & REPORTING DISEASE

If your child is exposed to a communicable disease, a non-identifying notice will be posted on the parent boards located in the classrooms and a notice via Brightwheel will be sent. If your child or anyone in your household becomes ill with a communicable disease, please notify the director immediately.

In the event a child is reported to have a communicable disease, the director will notify the school nurse to report it to the health department.

HAND WASHING

Frequent hand washing with soap and water is the most effective way to reduce and prevent the spread of illnesses found in childcares such as the flu, diarrhea, and pink eye. Please help to reinforce the importance of hand washing by encouraging frequent hand washing at home as well. your child (and staff) will be expected to wash their hands:

- Upon arriving at the center or when changing classrooms
- After using the restroom
- Before and after meal times
- Before and after administering medication
- After handling bodily fluids (mucus, blood or vomit)
- After coming indoors from the playground
- After handling pets or animals
- After cleaning or handling garbage

MEDICATIONS

Prescription and over-the-counter medications must be given to a staff member by a parent/guardian in the original container, clearly labeled with the child's full name and date of birth. HT Kids Place will not administer any medication; prescription medications, over-the-counter medications (including cough drops, pain reliever, etc.), herbs and vitamins, skin creams, ointments, and antibiotics, without a signed Medication Authorization Form. Forms can be obtained in Room 104 or by request.

Medications are stored in a locked box accessible only by Kids Place staff. The Medication Authorization Form must remain with the medication at all times. Unused medications and outdated medications must be immediately returned to the family.

Medications are administered only by teachers, the director, or a nurse. When a medication is given, the staff member will document the type of medication administered, the dosage, and the time it was given.

HT Kids Place reserves the right to ask for additional information if needed, such as a doctor's signature or directions.

IMMUNIZATION RECORDS

Each child must have a **CURRENT** and **UP TO DATE** immunization record on file at HT Kids Place. Immunization records must be updated whenever a new immunization is received.

DOCUMENTATION OF ALLERGIES

A child with allergies must have an Allergy Action Plan posted in a visible location in the classroom. If the allergy is food-related, an Allergy Action Plan must also be posted in the kitchen area. All staff working in the classroom of a child with allergies must review the Allergy Action Plan to ensure understanding of emergency procedures should the child have an allergic reaction. All allergic reactions must be documented in the child's file.

DOCUMENTATION OF SPECIAL HEALTH CARE NEEDS

An Emergency Care Plan will be on file for any child with special health care needs (seizures, etc.). A copy of the Emergency Care Plan must be kept in the classroom emergency binder. All staff working in the classroom must familiarize themselves with this plan, should an emergency arise. If necessary, staff will receive training regarding a child's specific health care needs.

DOCUMENTATION OF ACCIDENTS/INJURIES

Staff members will document all accidents and injuries that occur at HT Kids Place using an Accident/Injury Report. If the injury is serious, a parent/guardian will be contacted for immediate pick up. The parent will be requested to sign the report the same day as the injury.

EMERGENCY MEDICAL/DENTAL PROCEDURE

It is important that parents complete and update, as needed, the Emergency Contact and Parental Consent Registration Forms. These forms contain contact information for both parents as well as the individuals authorized to pick up the child in the event of illness or emergency. In addition, the forms allow HT Kids Place staff members to seek emergency medical or dental care from authorized care providers in the event of serious injury. **It is the responsibility of the parent to complete these forms and to make corrections to this information when necessary.**

HT Kids Place personnel will follow policies regarding emergencies, accidents, and injuries. A written report will be made concerning any accidents or injuries occurring in the program. A semi-annual analysis of the accident log will be done by the director.

If the child requires immediate medical attention:

- If parents or emergency contact person listed on the Emergency Information Card cannot be reached, we will call a physician and/or ambulance at your expense
- The staff member who witnessed the emergency situation will remain with the injured child and instruct someone to call 911
- The staff member, if able, who witnessed the emergency situation, will accompany the child to the hospital, bringing the child's physical exam, immunization records, and Emergency Contact and Parental Consent Registration Forms

FIRST AID PROCEDURE

All staff are required to be certified in Pediatric/Adult First Aid and Pediatric/Adult CPR through the American Red Cross and will follow their procedures in administering First Aid up to level of training. First Aid priorities are as follows:

- Survey the scene to make sure it's safe
- Don't move the victim if there is a suspected neck or back injury
- Ensure the victim is breathing
- Ensure the victim's heart is beating
- Control severe bleeding
- Call 911. *In a serious emergency in which medical care is needed at once, call the rescue squad immediately*
- Administer CPR if necessary
- Treat all body fluids as potentially infectious
- Health Precautions:
 - Assume that all body fluids of all persons could be contaminated with infectious agents. If possible, avoid direct contact with body fluids. Disposable gloves are required in a First Aid Kit.
 - If no gloves are available, wash hands vigorously if coming into contact with body fluids.
 - Use the materials in the Universal Compliant Kit to clean up emergency sites.

SUNSCREEN & INSECT REPELLANT

Between the months of April and September, all families are responsible to provide sunscreen and insect repellent for their child(ren). An Over-the-Counter Medication Form must be on file before sunscreen or repellent can be applied to a child. Sunscreen must be SPF 15 or above, and will be applied by teachers regularly throughout the day, per parent authorization on the registration form. Please be aware that any expired sunscreen will be disposed of.

PESTICIDE NOTICE

According to MN state laws, schools must inform parents/guardians if they apply certain pesticides on school property. Specifically, the law requires schools that apply these pesticides to maintain an estimated schedule of pesticide applications and to make the schedule available to parents/guardians for review or copying at each school office. The pest control services provided only to the cafeteria at St. Joseph's Church. Service visits - September 19-23, 2022; December 19-23, 2022; March 20-24, 2023; June 19-23, 2023.

DRUG, ALCOHOL & TOBACCO USE

- No employee, subcontractor, or volunteer may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs while on Holy Trinity Catholic School premises or while conducting business-related activities off campus as an employee of Holy Trinity Catholic School.
- The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner.
- Cigarettes and smokeless tobacco products are prohibited on HT Kids Place premises, including parking lots and outdoor play areas. Smoking and the use of smokeless tobacco products is also prohibited while on field trips with the children.

Catholic Mutual Group insures Holy Trinity Catholic School Cooperation with multi-peril coverage.

HT Kids Place is not responsible for injuries/accidents that occur during drop off or pick up times when the parent is present and responsible for the child.

BACKGROUND CHECKS/STUDENT ACCESS POLICY

All staff members of HT Kids Place are required to complete a background study through the MN Department of Human Services. Staff are not allowed to begin work with children until their background study is complete and cleared.

Unauthorized Personnel on site: HT Kids Place staff will approach anyone who is on the property of the center to gain knowledge of their purpose for being on the site. If a staff member is unsure about the reason given and questions the response, the director or school administrator will be notified to get approval for the person to be on site. If it becomes a dangerous situation, staff will contact the Pierz Police and/or 911. Non-agency persons who are on the property for other reasons such as maintenance, repairs, etc. will be monitored and will not be allowed to interact with children on the premises.

BEHAVIOR GUIDANCE POLICIES

Every adult who cares for children has a responsibility to guide, correct and socialize children toward appropriate behaviors. Those adult actions often are called child guidance and discipline. Positive guidance and discipline are crucial because they promote children's self-control, teach responsibility and help children make thoughtful choices.

Good behavior is obtained by providing the child with an acceptable model of behavior. There is no form of physical punishment used at HT Kids Place. All discipline is handled in a firm and loving manner.

RULES

Classroom Rules:

- Respect other people's space. Keep hands to themselves.
- Respect the classroom materials. Do not throw or break objects in the classroom.
- Respect the teachers. Listen to and follow the directions given.
- Kicking, hitting, pushing, name calling, and abusive language is not permitted.

Playground Rules:

- Respect other people's space. Keep hands to themselves.
- Respect the outdoor equipment. Do not scratch into the equipment or hang from basketball hoops.

- Respect the teachers. Listen to and follow the directions given.
- Good sportsmanship is encouraged and expected.
- Throwing of sand, toys, or snow is not allowed.
- Sliding on ice is not allowed for safety reasons.
- Kicking, hitting, pushing, name calling, and abusive language is not permitted.

HT KIDS PLACE BEHAVIOR RUBRIC

Type of Behavior	1st Incident	2nd Incident	3rd Incident	4th Incident
Following the rules:	Verbal warning from teacher	Incident report written and communication with parents. Child has age appropriate separation from the group.	Parent and child meeting to develop a behavior plan.	Parent called to pick up immediately
Listening to teachers:	Verbal warning from teacher	Incident report written and communication with parents. Child has age appropriate separation from the group.	Parent and child meeting to develop a behavior plan.	Parent called to pick up immediately
Bullying type of behavior towards others: Name calling, Teasing, Angry Language, Inappropriate Language, Insults, Physical Comments, Threats, Taking others belongings, Throwing rocks, snow, ice or food	Verbal warning from teacher	Incident report written and communication with parents. Child has age appropriate separation from the group.	Parent and child meeting to develop a behavior plan.	Parent called to pick up immediately.
Severe Physical: Choking, Punching/Hitting, Kicking, Biting, Pushing, Scratching, Excessive behavior that inflicts bodily harm	Incident report written and communication with parents. Child has age appropriate separation from the group.	Parent and child meeting to develop a behavior plan.	Parent called to pick up immediately. Termination from the program.	
The procedures for each incident can cross from one behavior category to another.				

RESPONDING TO MISBEHAVIOR

Below are strategies HT Kids Place will use to respond to child misbehavior.

- **Redirection:** This strategy is used the most frequently when working with young children. If a child is not following the rules or being uncooperative, the child will be introduced to another activity.
- **Logical consequences:** These are structured consequences that follow specific misbehaviors. The child should be able to see how the behavior and the consequence are directly related.
- **Participate in the solution:** If a child damages something, he/she needs to help in fixing it or in cleaning it up. If a child causes someone distress, he/she should help in relieving that.
- **“Take a break” or “Calm down”:** In some instances, a child may need to be removed from a particular situation in which he/she has become overwhelmed or violent. The child should be directed to “take a break” or go somewhere to “calm down.” This strategy gives the child a chance to calm down, regain control, and reflect

quietly on his/her behavior away from others. Once the child is calm, the staff will talk with the child about the actions that led up to and resulted in needing a break.

SEPARATION FROM THE GROUP

No child may be separated from the group unless his/her behavior threatens the well being of self or others.

- A separated child must be under adult supervision during the separation time. The child will sit within an unenclosed part of the classroom, within continuous sight and hearing by a program staff person. Return to the group is contingent upon the return of appropriate behavior.
- All separations are to be documented in a daily log including their name, staff member's name, time, date, and information indicating reason for separation and methods used before separation occurred.
- If separation is used three or more times in one day, the child's parents will be notified and documentation made.
- If separation is used five times or more in one week, or eight times or more in two weeks, the Director will set up a conference time, as soon as possible with the parents, to develop a plan of action for a suitable behavior intervention.

EMERGENCY PROCEDURES

HT Kids Place keeps an emergency kit located in each classroom. The emergency kit includes: parent information, phone numbers, allergy lists, first aid kit, flashlight, and a radio. In the event of an emergency, staff will take the emergency kits and students to the nearest, safest place. Staff will contact parents when they are able to pick up their child(ren).

FIRE, TORNADO OR OTHER EMERGENCY SITUATIONS

FIRE: Staff & children will discuss & practice fire drills monthly. Staff members will document every month when the drill is completed. Fire procedures are posted near the exits at each classroom. In the event of a fire or bomb threat, children will exit the building and relocate to St. Joseph's Church.

TORNADO: Staff and children will discuss and practice tornado drills April through September. Staff members will document every month when the drill is completed. Tornado procedures are posted near the exits at each classroom. In the event of a tornado, children will walk to the basement located near the gym. Staff and students will remain in the basement until the threat of a tornado is no longer present.

LOCK DOWN/INTRUDER: Staff and children will discuss and practice Lock Down/Intruder drills every month. Staff members will document every month when the drill is completed. Lockdown/Intruder procedures are posted near the exits at each classroom. In the event of a Lock Down/Intruder, staff will assess the situation and determine proper/safest resolution. Staff's first priority is to get the children out of the building safely and relocate to a predetermined safe location. Staff members will contact parents when the children are safe and when parents are able to reunite with their child.

BLIZZARD/SEVERE WINTER WEATHER: HT Kids Place follows the closures and delays in accordance with Holy Trinity Catholic School and Pierz School District #484.

- When school is delayed due to weather conditions, HT Kids Place morning care is canceled and Kids Place will open at 9:30am.
- If school is released early due to weather conditions, HT Kids Place after school care is canceled.
- If school gets canceled due to weather conditions, HT Kids Place will be closed.

HT Kids Place will inform parents via a text message from the Brightwheel program and a Facebook post will be sent via Holy Trinity Catholic School's Facebook page.

PANDEMIC: As of August 1, 2021, there are no current requirements and / or restrictions due to COVID-19. In the event that the situation changes, the previously used guidelines will be reviewed and implemented if instructed to do so by the State of MN and the St. Cloud Diocese.

MISSING OR ABDUCTED CHILD

In the event of a missing child, HT Kids Place staff will search for the child in the immediate area.

*If the child cannot be located, the teacher will notify the Pierz Police Department and the child's parents/guardians.

In the event of an abducted child, HT Kids Place staff will immediately contact the Pierz Police Department and the child's parents.

UNAUTHORIZED OR INCAPACITATED PERSON

Children will not be released to anyone who is not authorized on the registration form as a preapproved pick up personnel or anyone who appears to be incapacitated or suspected of abuse attempts. A parent/guardian or emergency contact person will be called as will the Pierz Police Department. Program staff will try all attempts to distract and keep the child on site. Staff will follow the child out of the building (if safe) and make all attempts to get a make, model and license plate number of the vehicle.

POWER FAILURE

Staff members and children should remain in the classroom if possible, proceed with activities as usual, or may go to the outdoor playground (weather permitting) until power resumes.

If power cannot be restored within a reasonable amount of time, the center will close and parents will be contacted for immediate pick up.

OTHER SAFETY RULES

- To prevent injury
 - Staff will keep sharp objects of children's reach and only allow use under close supervision
 - Staff will check daily that there are protective covers on electrical outlets
 - Staff will keep electric cords clear of walkways to prevent tripping
 - Staff will sweep up broken glass immediately and supervise children until disposed of
 - Staff will wipe up spilled liquids immediately
- To prevent burn
 - Staff will store matches in a metal container out of the reach of children
 - Staff will make sure all children are properly dressed when they play outside in cold weather to prevent frostbite
 - Staff will assist in applying sunscreen throughout summer days to prevent sunburn
 - Staff will not allow children near the stove/oven when in use
- To prevent poisoning
 - Staff will store all chemical products and medicines out of reach of children
 - Staff will keep cleaning products and medicines in separate storage areas away from food products
 - Staff will not allow children to chew or swallow leaves, plants, or berries they may find
 - Staff will contact the poison control hotline number at 1-800-222-1222, if needed
- To prevent suffocation and choking
 - Staff will keep objects that can be swallowed by children out of the center
 - Staff will assist in teaching children not to put objects in their mouth
 - Staff will not stimulate a child to laugh or cry when there is an object in their mouth
 - Staff will check the classrooms of any potential hazards daily
- Pedestrian and Traffic
 - Staff will assist children in crossing the streets only at intersections
 - Staff will assist children to look both ways before crossing streets and be certain there are no oncoming vehicles
 - Staff will not allow children to run into the street to chase a ball

- While outside, children will be closely supervised at all times
- Potential Hazards
 - The staff will be responsible for daily inspection of the building and grounds to detect potential hazards
 - The teacher will inspect the classrooms, bathrooms, shared areas and the playground for hazards each morning, before the children arrive and throughout the day
 - Any hazards will be immediately corrected or removed

CHILD ABUSE - MANDATED REPORTING

HT Kids Place staff are mandated reporters. Suspected cases of child abuse will be reported to Morrison County Social Services (320-632-2951) and local law enforcement, or MN Department of Human Services, Licensing Division Maltreatment Intake Line (651) 431-6600.

MALTREATMENT OF MINORS MANDATED REPORTING POLICY

- **Who Should Report Child Abuse and Neglect**
 - Any person may voluntarily report abuse or neglect.
 - If you work with children in a licensed facility, you are legally required or mandated 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 Morrison County social services or Pierz Police Department.
 - 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. In addition, a mandated reporter who fails to report maltreatment that is found to be serious or recurring maltreatment may be disqualified from employment in positions allowing direct contact with persons receiving services from MN Department of Human Services Division of Licensing December 2016 programs licensed by the Department of Human Services and by the Minnesota Department of Health, and unlicensed Personal Care Provider Organizations.
- **Retaliation Prohibited**
 - An employer of any mandated reporter shall not retaliate against the mandated reporter for reports made in good faith or against a child with respect to whom the report is made. 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 Internal Reviews are Completed**

- The internal review will be completed by Holy Trinity Catholic School's Administrator. If this individual is involved in the alleged or suspected maltreatment, Holy Trinity Catholic School's Board Chair will be responsible for completing the internal review.

- **Documentation of the 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.

MN Department of Human Services
Division of Licensing
December 2016

MALTREATMENT OF MINORS INTERNAL REVIEW

In compliance with DHS 245A.66 the internal review must be completed if the facility has reason to know if an internal or external report of alleged suspected maltreatment has been made. The internal review primary designated reporter will be Holy Trinity Catholic School's Administrator. If this individual is involved in the alleged report the Holy Trinity Catholic School's Board Chair will be the designated reporter.

The following section is an evaluation for the reporter to determine whether:

Related policies and procedures were followed? Yes ____ No ____

The policies and procedures were adequate? Yes ____ No ____

There is a need for additional staff training? Yes ____ No ____

The reported event is similar to past events with the children or services involved? Yes ____ No ____

There is a need for corrective action by the license holder to protect the health and safety of children in care?

Yes ____ No ____

Corrective Action Plan (if necessary)

Use additional space if needed

Completed by (Printed Name) _____ Title _____

Signature _____ Date _____

- **DOCUMENTATION OF THE INTERNAL REVIEW** The facility must document completion of the internal review and provide documentation of the review to the commissioner upon the commissioner's request.
- **CORRECTIVE ACTION PLAN** Based on the results of the internal review, the license holder must develop, document, and implement a corrective action plan designed to correct 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.
- The mandated reporting policy must be provided to parents of all children at the time of enrollment in the child care program and must be made available upon request.

MALTREATMENT OF MINORS REPORT

**** CONFIDENTIAL DATA ****

In accordance with Minnesota Statute 626.556, Maltreatment of Minors Reporting Act, a verbal report of child maltreatment is to be followed by a written report to the proper authorities no more than 72 hours after the verbal report.

SCHOOL INFORMATION

Name of Program:	
Program Address:	
Program Phone Number:	
Name of Director:	
Date:	

REPORTER (Reporter is confidential under Minn. Stat. 626.556)

Name:	
Title or Position:	
Address:	
Phone Number:	

ALLEGED VICTIM

Name:	
Date of Birth:	
Grade:	
Gender:	
Address:	
Phone Number:	
Parent(s) / Guardian(s):	

ALLEGED OFFENDER

Name:	
Title or Position:	
Address:	
Home Phone Number:	
Work Phone Number:	

MALTREATMENT

Type of Maltreatment:	
Date / Time of Incident:	
Location of Incident:	

Witness:	
Phone Number:	
Witness:	
Phone Number:	
Summary of Incident:	

NOTIFICATION

Date & time of verbal report to authorities:	
Was law enforcement notified?	
Date notified:	
Department notified:	
Law enforcement agency contact person	
Phone Number:	

WHERE TO SEND FORM

If the report is for:	Send this form to:
Suspected abuse or neglect that does NOT involve school personnel and alleged victim lives in <u>Morrison County</u>	Morrison County Social Services 213 1 st Ave SE - Little Falls, MN 56345 P:(320) 632-2591 F:(320) 632-0225
Suspected abuse or neglect that DOES involve school personnel	MN Department of Human Services Licensing Division's Maltreatment Intake line: (651) 431-6600.
Suspected kidnapping or depriving another of custodial or parental rights	Morrison County Sheriff's Office 213 1 st Ave SE - Little Falls, MN 56345 P:(320) 632-9233 F:(320)632-0179 Toll-Free 1-866-401-1111
Child's death as a result of neglect or physical or sexual abuse	Morrison County Coroner & Medical Examiner 213 1 st Ave SE Little Falls, MN 56345

HOME & HT KIDS PLACE PARTNERSHIP

PARENT PARTICIPATION

Parent participation is strongly encouraged in our program. Some possible opportunities to participate and contribute to your child's HT Kids Place experience:

- Field trip volunteer
- Leading or assisting special projects (sewing, carpentry, cooking, etc.)
- Construction or collection of raw materials for art projects, dramatic play props, etc.
- Eating lunch or snack with your child - please contact teachers in advance
- Volunteering in the classroom

PROGRAM EVALUATIONS

HT Kids Place asks parents to complete a program evaluation annually. The information gathered from these anonymous surveys is used by the staff to develop goals for our center and to improve the overall quality of care at our center. A parent's point-of-view is different from a teacher's point-of-view. Therefore, parent feedback on the program evaluations is very important to the success of our program and satisfaction of our families.

GRIEVANCE PROCEDURE FOR PARENTS

In order to address your needs at the most appropriate and effective level, the following steps are suggested:

- Put your concern in writing
- Speak with the staff member involved
- If the concern has not been resolved, meet with the Director of HT Kids Place
- If concerns persist, or discussions with the director / teacher are insufficient, contact the Holy Trinity Catholic School Administrator at (320) 468-6446. The administrator will respond within four business days.
- If the concern has not been resolved, meet with the executive members of Holy Trinity Catholic School Board of Education
- If the concern still has not been resolved, contact the Minnesota Department of Human Services, (651) 431-6500

PRESS RELEASE

From time to time, student pictures may be published in the newspaper or online. Parents are requested to indicate on the registration form whether or not a child's picture can be published.

FEES AND BILLING POLICIES

FINANCIAL AGREEMENT

By signing the signature page at the end of the handbook, parents/guardians agree to pay for all fees rendered for services provided by HT Kids Place. A two week notice of rate changes will be given to all current families.

FEES

REGISTRATION:

- \$20 registration fee per family per season, School Year & Summer. Registration fees are non-refundable and must be paid in full prior to attendance.

RATES:

- | | | |
|----------------------------|---------------|-------------------|
| • Before School Care | 6:45am-8am | \$25.00 per week |
| • After School Care | 3pm-5:45pm | \$35.00 per week |
| • Non School Day | 6:45am-5:45pm | \$30.00 per day |
| • Early Release School Day | 1:00pm-5:45pm | \$20.00 per day |
| • Summer Care | 6:45am-5:45pm | \$150.00 per week |

Please be aware that rates are regardless of the number of days in attendance. You will still be required to pay the weekly rate if your child will not be there for a week if you wish to keep him/her enrolled in the program.

DROP INS: Due to staffing guidelines, we no longer accept drop ins for care.

FIELD TRIPS:

- Parents/guardians are responsible for any and all fees related to field trips.

LATE FEES:

- Late pick-up
 - \$5 per 5 minutes will be charged to families.
 - Continually late pick ups will result in termination from the program.
- Late payments
 - Failure to pay on time WILL result in your child not being able to attend until payment has been received.
 - Failure to pay on time more than twice may result in discontinuation of childcare services.

WITHDRAWING FROM PROGRAM:

- Once you have exited care, your spot will be opened up to the waiting list. You cannot re-register your child(ren) for care until a minimum of two weeks to ensure all waitlist families have been given the opportunity to accept the spot. You will be required to complete all forms, and pay the \$20 family registration fee again.

FINDERS FEES:

- HT Kids Place staffs the program based on the number of children scheduled/registered for each day. When you register your child for the program, you are required to give a schedule. Your child will be placed on an attendance roster based off of this schedule. Staff will check daily to make sure all children registered/scheduled are in attendance. If your child is on the scheduled list, but is not at HT Kids Place the following will occur:
 - HT Kids Place will radio the bus, if it is a Pioneer child in an attempt to find your child
 - HT Kids Place will contact the school office and/or the child's teacher to verify where your child went
 - HT Kids Place will contact you via phone to find out where your child is located
- If these steps have to be taken, a Finders Fee of \$10 will be applied to your account, as well as your daily rate. It is extremely important that you notify HT Kids Place if your child will not be in attendance.

BILLING SYSTEM

HT Kids Place uses the Brightwheel parent/provider communication for all billing services.

Invoices will be sent out on Mondays with a due date of Friday.

Automatic payments (ACH or credit card) can be set up through Brightwheel.

Year End Tax Statements include the Federal Tax ID number and total payments paid for the calendar year are available on Brightwheel or a print out is available upon request.

PAYMENTS

Payments are due no later than the Wednesday BEFORE the next week of care. Failure to pay on time WILL result in your child not being able to attend until payment has been received. Failure to pay on time more than twice may result in discontinuation of childcare services. We accept payments in the form of: cash, check, or credit card.

Ways to pay:

- Automatic funds transfer
 - Parents/guardians can set up automatic payments on Brightwheel. An additional processing fee will be applied by Brightwheel for this service.
- Payment by credit card
 - Parents/guardians can set up credit card payments on Brightwheel. An additional processing fee will be applied by Brightwheel for this service.
- Pay in person/mail
 - A secure payment box is located in room 104.

RETURNED CHECKS/INSUFFICIENT FUNDS

All returned checks or credit card payments rejected due to insufficient funds will be charged a \$30 penalty fee. If a check is returned, you must make a cash or credit card payment within three days of notice. Failure to make a payment on uncollected checks will result in termination from the program.

Repeated incidents of returned checks or insufficient funds notices could result in termination from the program.

FINANCIAL ASSISTANCE

Partial or total tuition assistance may be available to qualifying families through state or county funds. For more information and application procedures, call Morrison County Social Services (320) 632-2951.

- Families receiving financial assistance must provide verification of eligibility before child care begins.
- Parents will be responsible to pay the hourly rate difference not covered by county financial assistance.
- If financial assistance is denied, parents or guardians will be responsible for all expenses incurred.

SCHOLARSHIP FOR CHILD CARE

Apply for Early Learning Scholarships through Parent Aware for children under the age of 5

- Applications available on site by request
- Visit <https://www.parentaware.org/>

OTHER HOLY TRINITY CATHOLIC SCHOOL SERVICES

ECFE

Holy Trinity Catholic School offers a Toddler Class for children ages 2 - 4, who are not currently enrolled in a Preschool program. The class is offered twice per month during the school year. Classes begin at 6pm with a theme related story. After the story, children and their parents are offered fun, educational centers to explore together. Centers include sensory toys, fine motor skill development, and chances to express themselves through painting and theme related crafts. Children have the opportunity to play with the classroom toys and release some energy in our gymnasium with some small and large equipment toys.

For more information, check us out online at <http://www.holytrinitypierz.org/ht-ecf.html> or by calling the Holy Trinity Catholic School office at (320) 468-6446.

EDUCATION - PRESCHOOL THROUGH GRADE SIX

Holy Trinity Catholic School provides an exceptional educational environment. In our school environment, children feel safe, happy and respected. Our teachers and staff know each child by name, and each member of our school family feels welcomed and valued. We share three main priorities:

- **Faith Formation**
 - Spiritual formation is central to the mission of the school. Children are engaged in religious studies, service to others, and Catholic faith formation throughout their school day.
- **Academic Success**
 - Academic excellence is very important to the success of each child. Our small class size provides an opportunity for teachers to offer more individualized attention for students. Our staff prepares for teaching by knowing the curriculum, setting goals for continued staff development and by planning for learning, which all results in student success.
- **Helping Others in Our Community**
 - Giving back to the community is valuable in itself, but helping others also offers many benefits. Volunteers are often the glue that holds a community together. Volunteering allows the children to connect to the community and make it a better place. Even helping out with the smallest tasks can make a real difference to the lives of people, animals, and organizations in need.

Our focus on faith, academics and service prepares students for full and meaningful lives. You are invited to visit as there are many ways to become part of the great opportunities for success at Holy Trinity Catholic School. Please contact the school office at (320) 468-6446 or email office@holytrinitypierz.org to schedule a visit.

MORRISON COUNTY RESOURCES

Dental Health

Falls Court Dentists
119 1st St. NE Suite 4
Little Falls, MN 56345
(320) 632-6621

First Avenue Dental
74 1st Ave SE
Little Falls, MN 56345
(320) 632-8113

Harry Larson
101 Plymouth St.
Holdingford, MN 56340
(320) 746-2670

Hyytine Dental
20 16th Ave SW
Rice, MN 56367
(320) 393-2215

Long Prairie Dental Clinic
917 1st Ave SE
Long Prairie, MN 56347
(320) 732-6141

Pierz Family Dentistry
116 Main St. S
Pierz, MN 56364
(320) 468-2379

Early Childhood Dental Network: www.ifound.org/community/early-childhood/

Mental Health

Northern Pines Mental Health Center
1906 5th Ave SE
Little Falls, MN 56345
(320) 632-6647

Early Childhood Screening

Pierz Public Schools ISD #484: (320) 468-6458

Other

Child Care Assistance Program (CCAP), Minnesota Family Investment Program (MFIP), Medical Assistance (MA)

Contact:

Morrison County Social Services
213 1st Ave SE
Little Falls, MN 56345
(320) 632-2951

Morrison County Public Health Services: (320) 632-6664

Early Learning Scholarships: Region 5 (218) 632-3600

Community Resources: parentaware.org/learn/

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I have read, understand, and agree to abide by all policies/procedures/rates stated in the HT Kids Place Parent Handbook (v. 07/2022).

Parent Signature: _____

Date: _____

Please return this page to Kids Place when signed and dated.