



Inver Grove Heights Schools
Inspire. Innovate. Excel.
A Community Commitment

IGH SCHOOL AGE CARE **SPARTAN** KIDS' CARE



Handbook for Families

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Hilltop Elementary School
School Year and Non-School Day Site
3201 68th St E
Inver Grove Heights
651-306-7463

Salem Hills Elementary School
School Year and Summer Site
5899 Babcock Trail
Inver Grove Heights
651-306-7357

Pine Bend Elementary School
School Year Site
9875 Inver Grove Trail
Inver Grove Heights
651-306-7744

Spartan Kids Care Office
Early Learning Center
3203 68th St E
Inver Grove Heights

Erica Tollefson, Coordinator 651-306-7504
tollefsone@isd199.org

Pam Ryan, Administrative Assistant 651-306-7502
ryanp@isd199.org

Fax 651-306-7521

www.SpartanKidsCare.org

Checklist for Families

Read the *Handbook for Families* 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.
- Read posted messages and emails regularly.
- Keep your child’s records up to date, including updated phone numbers and emergency contact information.
- Ask staff for feedback on your child’s day or progress in the program.
- Model respectful behavior when dealing with staff and students. Failure to do this can result in your child’s removal from the program.
- Notify staff if you child will be absent, 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 may be assessed.
- Provide required notice of change in contract or withdrawal by submitting an online request by the deadline (see contract section).
- Pay all costs incurred for your contracted days whether your child attends or not, unless we have received a contract change or withdrawal request by the deadline.

Welcome to Inver Grove Heights School Age Care!

Spartan Kids Care is a tuition-funded, nonprofit, school-age child care program provided by the Inver Grove Heights Schools Community Education department.

The program offers quality educational, recreational, developmental activities and a stimulating and supervised environment. Spartan Kids Care is a very active, elementary school-based child care environment with multiple free choice activities. The concerned and caring staff provides a supportive climate to help children develop self-respect and become self-directed and self-disciplined individuals. The Spartan Kids Care program focuses on meeting the needs of the children and families in the community.

This handbook contains our program philosophies, practices, and expectations for children, staff, and families. Please refer to it often. If you have additional questions please reach out to our team at any time.

Program Hours

Before School
6 am to school start

After School
School end to 6 pm

Non-School Days & Summer
6 am-6 pm

Dates Closed

We are closed approximately five days at the beginning and end of the school year to train our staff and prepare the sites.

Closed for these holidays:

- Labor Day
- New Year’s Day
- Thanksgiving and day after
- President’s Day
- Christmas Eve
- Spring Floating Holiday
- Christmas Day
- Memorial Day
- New Year’s Eve
- July 4

Typical Activities

- Arts & Crafts
- Social/Emotional based learning
- Reading and Language
- Science-based activities
- Health and safety
- Service Learning
- Physical activities
- Dramatic play
- Quiet time
- Snacks provided
- Field Trips
- Free Play

Program Standards

Spartan Kids Care is a Certified Child Care Center with the Minnesota Department of Human Services (DHS). Our program meets or exceeds all the standards for care and safe environments. Spartan Kids Care staff are trained in child development, CPR and first aid, emergency preparedness, health and safety, and other topics to help ensure a safe and quality program for your child. Our spaces and playgrounds are inspected for safety, and hazards are eliminated or reduced.

Staffing Ratios:

- 1:10 for PreK
- 1:15 for Kindergarten through fifth grade

Since children are supervised in a group setting, they are not expected to routinely require one-on-one supervision.

Spartan Kids Care is staffed with caring people experienced in the fields of elementary education, early childhood education, child development and/or school-age-care. Background checks are completed on all employees supervising children.

Enrollment

Spartan Kids Care provides school age child care for children ages 5-12 or students enrolled in Inver Grove Heights preschool through fifth grade. Children entering kindergarten or those attending another school during the school year are welcome in our summer program.

Children must be able to toilet independently.

Completed registration materials and the registration fee must be submitted prior to the child's starting date. Enrollment is based on a first-come, first-served basis with priority given to full-time participants. Part-time and variable-schedule spots are limited and only apply to school-year registrations. After available spots are filled, children are placed on a waiting list.

School-year, non-school day and summer registration is available online at www.spartankidscare.org or you can call the Spartan Kids Care main office at 651-306-7502.

Non-school day registrations must be completed by the deadline date; after the deadline, regardless of attendance or withdrawal, all registered children are billed. Families registering late are placed on a waiting list and charged the higher non-school day rate if space becomes available.

Enrollment Requirements/Policies

1. Register online for each new school year and summer program.
2. A nonrefundable registration fee will be collected for each child for every new school year and summer program.
3. Families receiving county payments must submit an authorization form from the agency with their registration.
4. All items must be submitted one week prior to the child's first day of attendance.
5. Once school year and summer programs have started we require a minimum one week processing period before new students can start the program. The start date is dependent upon availability.

Enrollment of Children with Special Needs

When a contract is submitted to enroll a child with special needs, parents will be contacted for a pre-enrollment consultation to determine how to best meet the needs of the child. The program will work with the family and other resources persons to develop a plan for serving the child before determining the start date. If extra staff is needed to support special needs, accommodations will be made

based on staff availability. In the best interest of the child he/she may not participate in the program until appropriate staffing is secured.

Spartan Kids Care is a very active, elementary school-based child care environment with multiple free choice activities. Such a busy environment may not best suit the needs of all children. Parents/guardians should select the type of child care that best meets the needs of their child and must inform Spartan Kids Care of the child's needs.

Schedule Changes

- A child's daily schedule can be changed if your needs for care change.
- Changes can be requested at any time and are subject to availability.
- Two week's notice is required before the change takes effect.
- Changes are considered permanent changes, and billing will be adjusted as needed.
- Families are allowed one change per program; additional change requests will incur a change fee.

Withdrawal

- Children can be withdrawn from Spartan Kids Care at any time.
- Two week's notice is required before the last day of attendance.
- Notification must be made in writing (by email, or on paper) to the office staff.
- Tuition is charged for two weeks from the notification date.

Child Care Accounts

- A child care account must be created for each family.
- The account owner has full control of the account and can add/delete or change payment methods, add/delete or change additional users, see payment activity, invoices, contract and schedules.
- One account can have two owners with different logins. Each owner can see all account activity, but cannot see any other owner's payment methods.
- One or more Auto-Pays can be connected to one child care account.
- Contact the Spartan Kids Care main office for set up of split family accounts, or split payments.

Program Fees

Tuition Fees

Our tuition fees are published annually with our registration materials and on our website www.spartankidscare.org. A discount is available for multiple children from one family in the same program. Tuition fees vary based program usage, with a higher fee for children who do not need regular care but occasionally drop in. Tuition is charged on a monthly basis, with payments due by 15th of the preceding month.

Registration Fee

The cost for processing a registration is charged as a separate fee. This non-refundable registration fee is charged to each child enrolling in each new school year and summer program. Children who leave the program and return at a later date are reassessed a registration fee.

Finder's Fee (School Year)

Parents must notify staff if their child is going to be absent. This includes pre-planned absences (attendance at other afterschool activities or family vacation), and unplanned absences (illness or sudden change in plans). A \$15 fee will be charged when a staff person needs to locate a child who does not arrive to the program as scheduled. The fee is per child, not per family.

Late Fee

Parents/guardians arriving after their scheduled pickup time (4:30 pm or 6 pm), regardless of weather or other circumstances, are assessed a late fee for each child for each 15 minutes, or fraction thereof, that they are late. Spartan Kids Care staff complete an Assessment of Late Fee form indicating the date, time of late arrival and the fee assessed. Parents/guardians are asked to sign the late fee form, and the charge appears on the next billing statement. This is for emergency use only; if used excessively, families will be contacted by the Spartan Kids Care office and may be asked to find alternative child care.

Withdrawal Fee

Please see page 4 for information on withdrawing from the Spartan Kids Care program.

Change of Schedule Fee

Please see page 4 for information on changing a Spartan Kids Care child care schedule.

Bag Lunch Fee

School lunches are not available on field trip days, Non-School Days, and sometimes during the summer. Please check with our summer staff for information on school provided lunch during the summer. If no lunch is provided by the school children should bring a bag lunch from home on those days. If a child forgets his or her lunch and the family is not able to bring one, the staff prepares a lunch for the child with food that is available. This is done only in the case of an emergency, and a charge is assessed to your account.

Extra T-Shirt Fee

Children are required to wear their current Spartan Kids Care T-shirt on all field trips. If your child arrives without his or her T-shirt, your child will be required to borrow one from the program and your account will be assessed the current extra T-shirt fee.

Additional Key Fob Fee

A non-refundable \$15 key fob processing fee will be added to your account for each additional fob a family requests beyond the two that are provided.

Key Fob – Lost/Not returned by deadline

Returning all Key Fobs on your child's last day of attendance is each family's responsibility. A processing fee of \$15 will be charged for each lost or unreturned key fob including key fobs for which the \$15 processing fee has already been paid.

For a complete listing of all current fees please visit our website at www.spartankidscare.org.

Payment Policies

Tuition Statements

- Tuition statements are mailed or e-mailed by the 25th of each month prior to the month of service.
- Tuition is due the 15th of each month. Tuition must be paid in full by the 15th to avoid a late charge.
- Tuition may be paid online by credit/debit card (VISA, Mastercard, or Discover) or checking/savings account.
- Tuition is charged based on registration not attendance.
- Enrollment may be cancelled if your childcare account is not current by the last day of the month.
- If you are unable to make your payment by the due date, call the Spartan Kids Care office to discuss payment arrangements. If no payment or contact is made by the end of the month, child care may be terminated.
- Families whose accounts are past due will not be able to sign up for drop-in days, add days to their contract, or attend Non-School Days.

School-year and summer program registrations are not accepted if your account is not current. These stipulations apply to county co-payments as well.

Payments

- Online payments are preferred and can be made at www.spartanskidscare.org using a credit card, debit card or checking account.
- You can enroll in Auto Pay to pay your tuition by credit/debit card, checking, or savings account through your online account. Full monthly tuition will be processed on the 15th of the month on ANY unpaid balance.
- One-time credit/debit card, checking/savings account payments can be made online or by calling the main office at 651-306-7502.
- If you are paying with cash, payments must be made in person at the Spartan Kids Care Main Office.
- Payments by check or money order may be sent by mail or brought to the office.
- When paying by credit card, the amount shows up on credit card statements as a payment to Community Education.
- For billing questions, please call 651-306-7502.

Returned Checks

Checks returned due to insufficient funds or closed accounts are assessed a service charge. If two non-sufficient funds (NSF) checks are received, all further payments must be made by money order, cash or cashier's check.

County and Federal Assistance Programs

Child Care Assistance Program (CCAP) funds may be available for Spartan Kids Care tuition through your county of residence. For residents of Dakota County, more information can be obtained by calling 651-554-5611. If you receive county child care assistance it is your responsibility to complete all paperwork with the county, and to provide our office with copies and your case worker information. There are some fees which the county will not cover. All bills remain your responsibility.

Tuition Refunds & Credits

- Refunds or credits are not given for emergency school closing days or days when children are absent due to illness, vacations, behavior suspensions or delinquent account suspensions.
- Families are expected to pay for all days for which children are registered.
- In a case of an extended illness of the child, families are not charged after five consecutive days of illness; the office must be notified immediately, and a medical certificate must be sent from a physician indicating that the absence and subsequent consecutive absences are due to the extended illness.
- Children registered for non-school days receive a refund only if the registration is cancelled prior to the deadline date or if the reserved space is filled by a child from the waiting list.

Flex-Spending

All requests for Flex Spending verification need to be processed at the Spartan Kids Care office. Monthly statements serve as a valid receipt. If a signature verification is needed please allow three business days for processing. Forms may be faxed to 651-306-7521 or emailed to: ryanp@isd199.org.

Tax Statements

ISD 199's tax identification number is: 41-6008805. Tax statements documenting tuition paid to Spartan Kids Care are available in your Community Education customer profile (Kids Care billing account) at www.spartankidscare.org after January 1. Tax statements are not mailed, you must login and print this documentation for your tax records. Contact our main office if you need assistance.

Parent/Guardian Responsibilities

1. Observe the rules and policies of the program.
2. Let staff know if your child will be absent from the program (ex. sick, vacation, etc.) The school staff does not inform Spartan Kids Care of a child's absence.
3. Sign your child in (morning) and out (afternoon) daily using the iPad.
4. Pay fees on time.
5. Pick up children on time.
6. Share your concerns with the Facilitators or the Program Coordinator.
7. Read posted messages and emails regularly.
8. Inform staff if a child has been exposed to a contagious illness.
9. Notify the Spartan Kids Care office of all contract change and withdrawals, and abide by contract terms.
10. Keep your child's records up to date, including updated phone numbers and emergency contact information.
11. Support school district and Kids Care rules and policies with children.
12. Respectful Conduct: Maintain positive communication and refrain from inappropriate behavior while on school property and when engaging with Kids Care staff. Behavior such as threats, inappropriate language, and verbal or physical aggression towards staff, students, or others can result in Kids Care contract termination.

Visiting

We invite you to visit our sites anytime during operating hours. If you would like a tour, or to meet with a staff person, please contact the site where your child will be attending.

Parents and legal guardians are allowed access to their child at any time the child is in our care.

Student Drop Off and Pick Up -Fobs

All Spartan Kids Care parents/guardians will use a fob to gain access to the school building during Spartan Kids Care program hours. During school hours all families must enter through the school main entrance.

Two fobs are issued per family at no charge. There will be an additional fee of \$15 for any additional fobs requested.

Sign In & Sign Out

For the safety of the children, parents/guardians are required to enter the building with their children in the morning and sign in at the Family Area. The staff assumes responsibility for the children once they are signed in. When picking up their child, the parents/guardians are required to enter the building and sign their child out.

Authorized Pick up of Children

Upon registration, parent/guardian will be asked to list the names of persons authorized to pick up their child. Children will be released only to persons listed as authorized to pick up the child. These persons will be asked to show identification when signing out your child.

Children leaving for birthday parties, after-school activities or leaving with another child's family must have a written note from their parents/guardians. In an emergency situation, a parent must call their child's site to inform the staff that someone other than the authorized persons will pick up the child. Please inform them that the staff will request a picture ID.

Late Pick-ups

We close at 6 pm. If you will be arriving after 6 pm make plans for your emergency contact or authorized pick-up person to pick-up your child and notify staff immediately. Prepare in advance for poor road conditions due to weather. You will be charged a late pick up fee of \$15 per 15 minutes. If none of these persons are available or able to come for the child, and if the parent/guardian has not arrived by 7 pm or contacted the staff, Dakota County Child Protection/Social Services and local police are called. The child is then turned over to their custody.

Custody Issues

Often in family situations, a court gives one parent or another certain legal rights. These rights most often delineate custody issues for minor children involved in the family situation. When a court awards sole legal custody, sole physical custody, or creates other specific language that requires Spartan Kids Care to limit normal family involvement, Spartan Kids Care must have appropriate copies of the court papers. Without such information, Spartan Kids Care assumes joint legal custody and joint physical custody. If a situation warrants their involvement, local authorities may be contacted for assistance. It is our practice to work with both parents for the welfare of the child.

Communication

Respectful Communication

Modeling respectful behavior is important for our kids. We expect our staff to maintain respectful and professional communication at all times. In addition, we expect that families maintain respectful communication with all program staff. If issues arise between children, address the concern to your site Facilitators who will work with all the children on site. Do not speak with another child.

Suggestions, Questions, and Concerns

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

1. Before a need arises, it is important that you get to know your site staff. Building a positive relationship helps your child to have a great experience in Kids Care. Our staff will be reaching out to say hello and share information about your child as much as we can, while working with the children.
2. If you have a concern speak with your site facilitator. We recommend calling during non-contact time, or having a short, direct conversation at pick-up or drop-off.
3. If concerns persist or discussing the issue with the site facilitator does not resolve the concern, contact the Spartan Kids Care coordinator at 651-306-7504. If the concern is still not resolved, contact the Community Education director at 651-306-7867.
4. Feedback is always welcome. Kids Care seeks feedback through electronic surveys throughout the year. Please take time to respond! We use this information to guide program decisions.
5. You can share your thoughts and perspectives by:
Speaking to the staff working directly with your child or Scheduling a conference with our Kids Care Site Facilitator

Family Area

Each site has a space dedicated for posting important information (a "Parent Board"). Please review this area often for new information.

Email Information

Email alerts will be sent out to families using all email addresses on your child's online profile. Emails from our Spartan Kids Care office and your site facilitators will include program registration information, Non-School Day registration materials, site newsletters, emergency closing updates and so on. Be sure to read all the emails! If you are not receiving emails, contact the Spartan Kids Care office to verify and update your information.

Text Messaging

Text messaging will be one way Spartan Kids Care families will be notified of cancellation of care due to emergency closings, or unexpected late returns from field trips. The text message will be sent to all phone numbers labeled as Cell for the account owners.

Website

www.SpartanKidsCare.org is your first stop for program updates, information, current happenings, and calendars.

Illness and Medical Conditions

Ill Child

- A child who is too ill to go to school may not attend Spartan Kids Care
- If a child becomes ill at Spartan Kids Care, including having a temperature of over 100° Fahrenheit, vomiting or having diarrhea, parents/guardians are called to come pick up their child within one hour of being contacted.
- The child is kept in a quiet place and allowed to rest until parents/guardians arrive.
- If parents/guardians cannot be reached, persons listed as authorized to pick up the child are called.
- Refunds are not given for days children are absent from Spartan Kids Care due to illness, unless it is longer than one week and a doctor's note is sent to the office.
- A child that was ill may return to School Age Care if their normal temperature has returned for 24 hours without the aid of Tylenol.
- If your child has attended Spartan Kids Care while contagious with a communicable disease, please notify your site so we can post appropriate notices for other families.

Allergies and Chronic Conditions

Upon registration or at any time that your child becomes allergic or develops a chronic medical condition it is critical that you report your child's needs to the site facilitator. You must supply a care plan (allergy, asthma, seizure, etc.) to your site facilitator. If your child needs medication district medication policies must be followed.

Medication

- District policy regarding dispensing medication must be followed.
- Written parent/guardian permission and written physician orders on the Procedures for Dispensing Medicine form are required.
- Medication must be in the original prescription bottle.
- Medication must be accompanied by specific instructions about when and how it should be given.
- Authorization must be returned to the Spartan Kids Care office or site prior to dispensing any medication.
- Over-the-counter medication also requires a Procedures for Dispensing Medicine form to be administered.

- All District policies regarding dispensing medication must be followed.
- A new authorization is required each year.
- Procedures for Dispensing Medicine forms are available at each Spartan Kids Care site, or your physician may write an authorization stating procedures to dispense the child's medication.

Immunizations

All students must have current immunization records on file with the school district.

Sunscreen & Insect Repellent

During the summer months, parents/guardians may supply sunscreen and insect repellent. Application of sunscreen and/or insect repellent requires written permission; parents/guardians give consent to use sunscreen and insect repellent at the time of registration. The Spartan Kids Care staff may help your child, but the staff is not responsible for applying any lotion/repellent.

Insurance

The School District does not carry accident or health insurance for the children. Parents/guardians are responsible for insurance and health coverage for their children.

Accidents & Incidents

- Parents/guardians are informed of any accident/incident involving their child at Spartan Kids Care.
- In case of a minor injury, staff members administer basic first aid and complete an accident/incident report for the parents/guardians to review and sign when they come for their child.
- In case of a serious accident, families are called to take the child for medical attention. An accident/incident report is completed for parents/guardians to review and sign.
- In case of a life threatening emergency, 911 is called. Paramedics determine whether the child needs further treatment or needs to be transported to the hospital. The family is notified immediately.
- Staff members are not authorized to transport students in their personal vehicles.

Breakfast, Lunch & Snacks

Breakfast

Breakfast during the school year can be purchased through the Districts' Food Service Programs. Breakfast menus are posted in the Family Area on site.

Lunch

On Non-School Days, families provide a bag lunch. Milk is provided by Spartan Kids Care. We do not always have access to a refrigerator, lunches should be packed accordingly.

Snack

A snack is served every afternoon at all Spartan Kids Care programs. Treats may be sent for birthdays and holidays; however, they must be purchased from a commercial supplier.

Photographs

Photographs, videos and other documentation taken at Spartan Kids Care and/or Community Education activities may be submitted to newspapers, used on District Web sites and/or appear in other print and electronic publications. Parents/guardians give consent to use these photos and/or videos at the time of registration. If you wish to change your approval at any time, please submit a written request to the Spartan Kids Care office.

Security Plan for Spartan Kids Care Sites

Walkie-talkies, tracking systems, iPad sign in/out and attendance lists allow the staff to provide several layers of security.

Safety Drill Procedures

The children and staff of the Spartan Kids Care program will participate and record fire drills, lock-down drills and severe weather drills during the school year and in the summer.

Reporting

Minnesota State Statute mandates all staff working directly with children to report any evidence or suspicion of child abuse or neglect. Spartan Kids Care follows the school district policy 414, available on the district's website www.isd199.org.

Severe Weather and Emergency Closings

Weather Conditions

If Inver Grove Heights Community Schools are closed or delayed due to weather conditions, the Spartan Kids Care program will adjust its programming.

Before-School Program

- **School closed:** There is no before-school Spartan Kids Care.
- **Late start:** Before-school Spartan Kids Care will be delayed an equivalent number of hours.

After-School Program

- **School closed:** There is no after-school Spartan Kids Care.
- **Late start:** After-school Spartan Kids Care is not affected.

Mid-day cancellation/Early Dismissal:

Parents/guardians are responsible for picking up children from school immediately. After-school Spartan Kids Care is cancelled.

Please note: We will make every effort to notify parents of Spartan Kids Care participants by email and text messages. You must have a designated mobile phone number in your profile to receive text messages. Information about Spartan Kids Care will also be announced on district communications. Listen to your local radio and television stations. When school is closed, families are still charged the daily tuition.

Transportation

Parents/guardians are responsible for transportation to and from the program site. Transportation for field trips is provided by school district contracted busing service.

Student Expectations

Apparel/Personal Property

Children must be adequately dressed for outdoor play (boots, hats, gloves, snow pants, socks). We try to go outside daily weather permitting (based on district-wide recess policies). All items brought to the sites should be labeled. We are not responsible for lost or damaged personal belongings. Children should only bring toys from home on designated toy days.

We keep a selection of extra clothing at each site in case a child has an accident or mishap. We will bill families \$5 if clothing items provided are not laundered and returned within one week.

Special Bring Your Stuff From Home Days

On specified days (Non-School Days and Summer Days) the School Age Care program will allow students to bring in things from home. This will NOT be for every Non-School Day or Summer Day. The dates and instructions for these days will be communicated in advance. When these days occur your child must follow the guidelines and policies below:

- The items must be nonviolent and age appropriate.
- The item should be marked with the child's name in permanent marker.
- Spartan Kids Care is not responsible for any damage or loss that may occur. We do not have secure storage for items from home.
- While we encourage and teach children to share, please talk to your child about sharing items with others who may not treat them with the same respect as they do.
- If an item becomes a problem, your child will be asked to leave it at home.
- CDs/iPods/game systems are not to be shared with other children in the program. You, as the parent, can decide what music/games are appropriate for your child.

Field Trip Procedures

Spartan Kids Care offers opportunities for children to go off site to a variety of destinations. Children are transported by contracted school buses. A permission form must be signed by the parent/guardian before leaving the site. Spartan Kids Care may go on walking field trips; permission for these trips is given at the time of registration.

Child care is not provided on site during all-site field trips because all Spartan Kids Care staff members attend field trips with the children; therefore, all children attending Spartan Kids Care during the time of a scheduled field trip must attend the field trip. You may also make other child care arrangements during that time; please note that refunds are not given for these days.

Staff Responsibilities

Weather conditions are considered prior to the trip, and necessary adjustments are made which may cause modification or cancellation of the field trip. Students should not bring any money unless instructed to do so by the School Age Care program. If money is needed/allowed then parents will be notified and instructed on the appropriate amount that their child may bring.

Staff members and children must wear their current Spartan Kids Care T-shirt on the field trip. Should a child arrive at the site on a field trip day without their current T-shirt, families will be asked to return home for the T-shirt or have the current extra T-shirt fee assessed to their account for a new Spartan Kids Care T-shirt.

What Families can Expect From Spartan Kids Care

- Provide a safe, supervised and inviting environment where children have fun, feel welcome, are safe and develop friendships
- Provide qualified, caring staff who show a genuine respect for children, act as positive role models and promote each child's self-esteem
- Provide a variety of developmentally appropriate projects, academically enriching activities, and culturally diverse curriculum, as well as indoor and outdoor activities and self-directed play
- Continually evaluate the program in relation to the needs of children, families and staff
- Keep families informed through an orientation to the program, flyers, newsletters, updated information boards and informal conversations

What Spartan Kids Care Expects From Families

- Spartan Kids Care requires the involvement and cooperation of both the staff and families to help build a quality program. Families' cooperation is appreciated in the following areas:
- Check the Family Area daily for new information and reminders, and meet all registration deadlines.
- Communicate concerns about your child to the staff. They are there to help.
- Listen to staff members' concerns about your child's behavior, and cooperatively work toward an agreeable solution to any problems.
- Talk to the staff or contact the Spartan Kids Care office if you have a question, concern, suggestion or compliment. Your input is appreciated!
- Have children dressed appropriately for both indoor and outdoor activities. Hats, boots, mittens and snow pants are a must during cold months. Tennis shoes are always needed to participate in gym activities.
- Do not allow children to wear clothing that promotes tobacco/alcohol or that has objectionable language and/or hats to the program. Clothing and accessories of this nature are not allowed at Spartan Kids Care.
- Do not allow children to bring toy weapons in order to adhere to School District policy.
- Encourage children to help clean up the toys before they leave Spartan Kids Care.
- Address the staff with issues that may involve other children in the program. Families are not to address other children themselves.
- Be prompt in picking up your child(ren). The program closes at 6 pm.
- Send a bag lunch on non-school days. Please also send a bag lunch during the summer program.
- Inform the staff of any changes in address, phone number or other pertinent information.
- Pay Spartan Kids Care tuition promptly.
- You are always welcome to volunteer with Spartan Kids Care on field trips (entrance fees will be paid by the volunteer and you may need to provide your own transportation) to share your skills or to come and spend time with your child. Volunteers must be 18 years of age or older. Younger family members not enrolled in the program are not allowed to participate in the field trips. Please follow District policy for visitors/volunteers in the building.

What Spartan Kids Care Expects From Program Participants

- Respect the rights of others and yourself; "Be safe, respectful, responsible."
- Be responsible for your actions.
- Know and follow program expectations.
- Respect the property of others and the program.
- Use only acceptable language.
- Use only appropriate physical contact.
- Follow the direction of the Spartan Kids Care staff.
- Remain with a staff person at all times; ask permission to leave the area.
- Share your ideas on what activities/projects/games you would like School Age Care to have.
- Abide by all District policies, including the District Technology Policy.

Inclusion

Spartan Kids Care welcomes all students and does not discriminate on the basis of color, gender, religion, race, or disability in our programs, activities, or employment practices.

Spartan Kids Care understands the involvement and attention required to provide a meaningful experience for children who have special needs or have a need for accommodations. We seek to understand the needs or accommodations in order to provide the necessary support for each child. Spartan Kids Care will make every attempt to work with the family to provide the best experience for the child.

If a child is not successful in our environment with the level of support offered, alternative child care arrangements may be recommended. Children whose limitations create a safety issue of unreasonable risk, harm to themselves, others, or property, or for whom substantial alterations to the program would be required may need to be evaluated for continued enrollment in the program. Since children are supervised in a group/site setting, their behavior is not expected to routinely require one-on-one supervision. Each child is evaluated on an on-going basis as to the program's ability to meet his or her needs.

Behavior Guidance

The behavior guidance techniques used by the Spartan Kids Care staff center around positive reinforcement, positive role modeling by adults, intervention techniques and redirection. The staff provides the children with guidance that promotes a positive self-concept. The staff helps children find solutions to current situations, understand consequences and develop self-control.

- If a child is having difficulty, the inappropriate behavior is discussed with the child and action is taken.
- If the behavior continues, parents/guardians are notified by phone. A Behavior Plan is completed by child/staff. The staff, parents/guardians and child cooperate to solve the problem.
- If the behavior continues, parents/guardians are called for an in-person conference.
- If the problem cannot be resolved, parents/guardians are asked to make alternative child care arrangements.

Behavior Plans

Behavior plans are completed when a serious disciplinary problem occurs. Behavior such as violent outbursts, willfully hurting other children, throwing objects, profane language, leaving the room/building/group without permission, threatening behavior, verbal or physical abuse, or the inability to conform to the rules of the program/District are considered serious disciplinary problems.

Dismissal From the Program

Dismissal from the program could result if:

- The staff determines that the program cannot meet the needs of the child.
- The parent/guardian refuses to follow program procedures.
- Fees are not paid.
- District policies are not followed.
- Depending on the severity of the conduct and in accordance with program and District policies, immediate suspension/expulsion from the program may be warranted.

For additional information on ISD 199 School District policies please visit our website www.isd199.org/district/board/policies.

Spartan Kids Care Office

Early Learning Center

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