

# LOGAN-MAGNOLIA KID-CARE HANDBOOK 2020-2021



## **Lo-Ma Kid Care Program**

### *Policies and Procedures Handbook*

#### **Mission Statement**

The Logan-Magnolia School District will have a culture of learning that embraces:

- Technological innovation
- Community involvement
- Personalized authentic education
- Challenging curriculum

#### **Philosophy and Goals**

1. The Kid Care Program is designed to provide quality, age appropriate supervision of students in Prekindergarten through sixth grades before and after school. Children’s care and well-being are our priority and focus.
2. As an extension of both home and school, our activities assist with the transition from home to school and school to home each day. We will provide a safe, healthy, welcoming environment where each child can get ready for the school day in the morning, as well as complete their school day and relax prior to arriving home in the afternoon. We recognize each child as unique, with special gifts, interest and needs. Attention is given to individual needs and development.
3. Positive guidance techniques are integrated into the program through positive reinforcement, modeling, and redirection.
4. We encourage parents to be actively involved. Consistent, open and honest communication will be made through personal or written means.
5. The center is staffed with personnel that are qualified and experienced caregivers.

#### **Written Information**

The Lo-Ma CSD will translate important written information into the most common languages spoken in the school district. If you receive information that is not in your language, please let the school know if you would like it translated in writing or explained orally to you in your language. Reading assistance will be provided if necessary.

The Lo-Ma CSD will communicate with all parents in a language they can understand. This includes notifying limited-English proficient parents—in a language they can understand—about all programs, services, and activities that are called to the attention of other parents.

The Lo-Ma CSD provides a home language survey to every parent. The enrollment form or home language survey is provided to every parent in a language they can understand.

### **Annual Notice of Nondiscrimination**

It is the policy of the Logan-Magnolia Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity, and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions related to this policy please contact Bailey Krueger, Equity Coordinator, 1200 North 200 Avenue, Logan, IA 51546, 712-644-2250, [bkrueger@lomaschools.org](mailto:bkrueger@lomaschools.org).

### **KID CARE STAFF**

**Director:** Mr. Tom Ridder

**Principal:** Mrs. Jill Kiger

**Supervisor:** Vicki Placek

**Secretary:** Sharon Chase

**Nurse:** Cassie Voge

### **IMPORTANT PHONE NUMBERS**

Logan-Magnolia Elementary – 712-644-2168

Kid Care – 712-644-2216

### **Hours and Days Off**

Kid Care is open from 6:00 a.m. until 8:00 a.m. and then again from 3:30 p.m. until 6:00 p.m. Monday through Friday. It is open when school is dismissed early or when school starts late in the morning. Kid Care is also open when there is no school from 6:00 a.m. until 6:00 p.m. **Kid Care will be closed when school is not in session due to inclement weather.**

**All students must be signed out when leaving Kid Care for the day by the parent/guardian with the Kid Care supervisor.**

There are ten days/holidays that Kid Care will observe and be closed for:

- New Year's Eve Day – December 31
- New Year's Day – January 1
- Good Friday
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day
- Day following Thanksgiving
- Christmas Eve Day – December 24
- Christmas Day – December 25
- The week before school starts

If Kid Care needs to be closed for any other reason, parents will be given adequate notice so other arrangements may be made.

All staff members at Kid Care will be certified in CPR, First Aid and Child Abuse Training. Other staff members of the school district/or qualified substitutes may occasionally assist in the supervision of the children in the Kid Care program.

## **Fees and Payment**

The Kid Care program will serve children in grades Prekindergarten through 6<sup>th</sup> grade that are enrolled in the Logan-Magnolia CSD. Please be prompt in picking your child/children up in the evenings.

### **Program Rates:**

\$3.00 an hour for 1 child

\$5.00 an hour for 2 children

\$6.50 an hour for 3 children or more

**There is a \$10.00 per 15 minutes per child late fee that is charged for pick-up after 6:00 p.m.**

The program does accept the Iowa Department Child Care Certificate, which allows for reduced rates when income eligibility is determined. Services begin when the elementary office receives confirmation of eligibility.

Payments are required by Monday unless other arrangements have been made with the center director/principal. Payments may be given to the supervisors of the Kid

Care program or the elementary office. Checks should be made out to Lo-Ma Kid Care. Receipts are written for all money received for payments. We reserve the right to terminate a child's attendance at the Kid Care program if fees are not paid or if parents fail to cooperate with the center's policy and program.

## **Admission Requirements**

All students must be attending the Logan-Magnolia Community School District to participate in the Kid Care program. All 3 and 4 year old children enrolling in Kid Care must have a signed doctor's physical before they will be allowed to attend. A physical form may be obtained in the elementary school office upon request if needed.

## **Staff Ratio Requirements**

Staff requirements:

- Be at least 16 years of age. If less than 18 years of age, the staff shall be under the direct supervision of an adult.
- At least one staff person on duty in the center and one staff person on duty in the outdoor play area when children are present.
- Be over the age of 18 and hold current certification in First Aid and CPR when on field trips.

Staff ratio shall be as follows:

Four years	One to every twelve children
Five years to ten years	One to every fifteen children
Ten years and over	One to every twenty children

## **Parental Access Policy**

It is the parent's obligation to inform the elementary office of any changes in parental rights. If there is a court order keeping one parent or guardian away from the child, the elementary school office must have a notarized copy of the court order on file. Otherwise, the supervisors in the program cannot prevent the non-custodial parent from visiting or taking the child.

## **Student Directory Information**

A parental authorization form for releasing student directory information must be signed by a parent/guardian if you **DO NOT** want your child/children's directory information or picture released to the public. If you have no objection to the use of student information, you do not need to take any action. You may obtain this form in the elementary office.

## **Field Trips**

Parents will be informed of each field trip well in advance. A parent or legal guardian must sign a consent form before any field trips may occur. Adult family members or school employees may be asked to volunteer to go on these trips to provide increased supervision and support adult/child ratios. A notice posting the dates, time of departure, time of return and the destination location will be given at least 48 hours before the field trip.

A first aid kit, emergency contact information and emergency transport authorization information for the children in the group will be taken on all trips. Children will never be left alone in a vehicle or unsupervised by an adult. At least one staff member on the trip will have a cell phone available at all times.

There will be times when the Kid Care students may take in-towns field trips. On days that weather permits the students may walk to the City Park, Logan Library, and swimming pool or take nature walks. An adult will always supervise them.

## **General Health and Safety Guidelines**

- All staff must be alert to the health of each child, known allergies, or special medical conditions. Your child/children's health concerns will be kept confidential.
- All staff must be alert to the whereabouts of all children
- All staff must follow proper procedures for hand washing, using disinfectant, and following universal precautions to prevent infections.
- All staff will use gloves, other barriers and techniques when needed to minimize contact of mucous membranes or of openings in the skin with potentially infectious body fluids.
- All staff must be familiar with evacuation routes and procedures.
- All staff will be certified in CPR, first aid and mandatory reporting of child abuse. They will also be certified in Blood borne Pathogens.

- When a child in the group has a special health condition that might require CPR, one staff person who has successfully completed training in CPR is present in the program at all times.
- A labeled first-aid kit is available and easily accessible to staff at all times.

## **Illness Policy and Exclusion of Sick Children**

For the health and safety of all the children, it is mandatory that sick children not be brought to Kid Care. If your child has any of the following symptoms during the night, he or she will not be admitted the following morning for the safety of the other children.

- Fever greater than 100 degrees F
- Vomiting
- Diarrhea
- Pink eyes with drainage
- Cough with congestion and excessive nasal discharge

The Kid Care Program's established policy for an ill child's return:

- Fever free for 24 hours
- Chicken pox: one week after onset (or when lesions are crusted)
- Strep: 24 hours after initial medication
- Vomiting/Diarrhea: 24 hours after last episode
- Conjunctivitis: 24 hours after initial medication or when without drainage
- Impetigo: need to provide a doctor's note that student has been seen and treated

Upon arrival at Kid Care, each child is observed by the staff for signs of illness or injury that could affect the child's ability to participate comfortably in the daily activities. Children will be excluded when a child is not able to participate comfortably; if the illness requires more care than staff are able to provide without compromising the needs of the other children in the group; or if keeping the child at Kid Care poses an increased risk to the child or to other children or adults with whom the child will come in contact. The school district reserves the right to enforce regulations against non-listed communicable diseases as necessary.

When a child develops signs of an illness during their day at Kid Care, parents, legal guardians, or other people authorized by the parent will be notified immediately to pick up the child. For this reason, please be sure that we have current, accurate phone numbers for you, your authorized emergency contact person and your child's pediatrician. In the meantime, we will provide the child a place to rest until the parent, legal guardian or designated person arrives under the supervision of someone familiar with the child. If the child is suspected of having a contagious

disease, then, until she or he can be picked up, the child is located where new individuals will not be exposed.

In case of a minor accident, including a medical or dental situation, a staff member will administer first aid to your child. Parents will be informed of the incident. The staff member on duty at the time of the incident will make out an incident report and give a copy to the parent and one to the elementary office. In case of a major accident, 911 will be called, and first aid will be administered until help arrives. Parents will be contacted. If a parent cannot be reached then the emergency contact will be notified. Kid Care does not assume financial obligations for any medical costs.

## **Medication Policy and Procedure**

Medication may be administered at school with parent written permission. Kid Care must have a signed permission form before any over-the-counter medications may be administered to the student.

All medications shall be stored in their original containers with the accompanying physician or pharmacist's directions. The containers need to be properly marked with the student's name, name of medication, when it is to be given and how much needs to be given. The medication will be stored so they are inaccessible to children and the public.

Each time medication is administered at Kid Care it shall be noted in writing with the name of the medication, time, date and dosage given or applied. The person administering the medication shall sign their initials each time. If the medication is not given for some reason it must be noted why it was not given and initialed.

## **Biting Policy**

Our policy for handling a biting incident is as follows:

The biter is immediately removed from the group with a firm "NO". The bitten child is consoled and the bitten area cleaned. If necessary, ice is applied to reduce any swelling or bruising. The biter is talked to on a level that he/she can understand and then redirected.

A written bite report is given to the parents of all children involved when they are picked up that day. The name of the biting child is not released because it serves no useful purpose and can make an already difficult situation more difficult.

We look intensively at the context of each biting incident for patterns, in an effort to prevent further biting behavior. We work with each biting child on resolving conflict or frustration in an appropriate manner. We try to make every effort to extinguish the behavior quickly and to balance our commitment to the family of the biting child to that of other families. Only after we feel we have made every effort to make the program work for the biting child do we consider asking a family to withdraw the child.

## **First Aid Kit**

A First Aid Kit is inaccessible to children, but readily available for adult use. Following each use of the kit, the contents will be inspected and missing or used items replaced immediately. The First Aid kit will be inspected monthly. A First Aid Fanny Pack is taken to the outdoor play areas as well as on field trips and outings away from the site.

## **Hand Washing**

Frequent hand washing is critical to preventing the spread of infectious diseases. The program follows these practices regarding hand washing:

- All staff, volunteers, and children require hand washing to reduce the risk of transmission of infectious diseases to themselves and to others.
- Staff assists children with hand washing as needed to successfully complete the task.

Children and adults wash their hands:

- upon arrival for the day;
- after diapering or using the toilet (use of wet wipes is acceptable for infants);
- after handling body fluids (e.g., blowing or wiping a nose, coughing on a hand, or any touching of mucus, blood or vomit);
- before meals and snacks, preparing or serving food, or handling any raw food that requires cooking (e.g., meat, eggs, poultry);
- after playing in water that is shared by two or more people;
- after handling pets and other animals or any materials such as sand, dirt, or surfaces that might be contaminated by contact with animals

Adults also wash their hands:

- before and after feeding a child;
- before and after administering medication;
- after assisting a child with toileting
- after handling garbage or cleaning.

## **Meal and Snacks**

Students who attend Kid Care after school will be provided a light snack. If your child has food allergies or medical conditions involving certain food restrictions/needs, please have your child's physician provide the school with the name of the medical condition and of any food allergy your child may have, including the severity of such an allergy, and what to do in the event a child accidentally ingests such food.

## **Cell Phone Usage**

We ask that students attending Kid Care use the phone in the Kid Care room to contact parents if necessary. Cell phones and electronic devices will be turned in to the on-site supervisor upon arrival and given back to the student when they leave the program for the day.

## **Internet Permission**

An Internet permission form must be signed by a parent/guardian before your child may use the school Wi-Fi or Internet. The Internet/Computer/iPad permission form may be viewed on-line at [lomaschools.org](http://lomaschools.org).

## **Discipline**

The purpose of discipline is to teach coping skills and discourage inappropriate behavior for students.

A verbal warning will be given prior to consequences. The consequences for misbehavior will be:

- **1st time** – A time out period will be given to the student for 5 minutes. The time out area will be a chair sitting away from the rest of the group.

- **2<sup>nd</sup> time** – A time our period will be given to the student for 10 minutes. A note will be sent home to the parents.
- **3<sup>rd</sup> time** – The student will lose free time. Consequences can be carried over to the next time the student attends Kid Care. A note will be sent home to the parents requesting a conference to discuss the behavior issue.
- **4<sup>th</sup> time** - **ALTERNATE PLANS WILL NEED TO BE MADE FOR THE STUDENT(S) FOR BEFORE AND/OR AFTER SCHOOL CARE.**

## **Threat of Violence**

All threats of violence whether oral, written or symbolic against students, staff or to school facilities are prohibited. All such threats will be promptly investigated. Law enforcement may be contacted.

Students engaging in threatening behavior will face disciplinary consequences up to and including expulsion from the Kid Care program.

## **Emergency Plans**

The Kid Care program will have emergency plans for fire and tornado drills posted in the center for all employees to see, including substitutes. The program will follow the same plans as the regular school for disasters and major crises. A copy of the disaster plans will be in an accessible place in the room. All the Kid care staff will review the plans monthly and record their review date. If an evacuation is deemed necessary, the Kid Care supervisor will take the attendance book, a flashlight, parent's information and the first aid kit with them. The fire and tornado drills will be practiced monthly. In the case of inclement weather the Kid Care staff will be informed by the principal if the program will be closed, otherwise, the Kid Care program will be open at the regular scheduled times.

## **Transportation Policy**

Transportation to and from Kid care will be the responsibility of the parents. In case of an emergency evacuation, all children will be transported to a safe environment. If for some reason a child will need medical emergency care the rescue unit will be called to transport your child to the nearest medical facility.

## **Safety Policy**

Parents are asked to provide Kid Care with names, relationships and phone numbers of the people authorized to pick a child up from the program. If a person's name is not on the list, regardless if the child knows the person or not, the child will not be released from Kid Care. If a parent calls the center and asks that their child be released to go home with a different person, and the staff member does not know this person, the person picking up the child will have to show identification before the child will be released.

The safety of your child is very important to us. The Kid Care staff is certified in CPR, First aid, Child Abuse Reporting and infectious disease control. All certification is renewed according to regulations. New staff is given a review of all emergency procedures prior to start of work, and other staff are given an annual review of the emergency procedures. These procedures include fire, tornado, playground, etc. Any safety issues that arise that have not been foreseen will be dealt with individually.

## **Communication**

The Kid Care staff can be reached from 6:00 a.m. – 8:00 a.m. and from 3:30 p.m. – 6:00 p.m. during the school days at 712-644-2216. If you need to leave a message during the regular school day, call the elementary office at 712-644-2168.

## **Smoke Free Facility**

The Logan-Magnolia School is a smoke free environment. The use or presence of alcohol, tobacco or illegal drugs is prohibited in the building or anywhere on the grounds by any staff, parent or visitor. Smoking is **NOT** allowed in the facilities or on the parking lot and we ask parents to not dispose of cigarettes on the grounds.

## **Pets On Campus**

Pets are prohibited on the Logan-Magnolia School grounds.

## **Child Protection Policies**

The health and well being of every child in our care is of the utmost importance and the protection of children is our responsibility. An applicant or volunteer with the Kid Care program involves direct interaction with or the opportunity to interact and

associate with children must execute and submit an affidavit of clearance from any and all crimes against a child or families. In addition no person with a substantiated report of child abuse or neglect will come in contact with children in the program or have responsibility for children.

The program has written school board policy for reporting child abuse and neglect as well as procedures in place that comply with applicable federal, state, and local laws. The policy includes requirements for staff to report all suspected incidents of child abuse, neglect, or both by families, staff, volunteers, or others to the appropriate local agencies. Staff who reports suspicions of child abuse or neglect where they work are immune from discharge, retaliation, or other disciplinary action for that reason alone unless it is proven that the report is malicious. All teaching staff complete "Mandatory Reporter: Child and Dependent Adult Abuse" at least every five years and within six months of employment.

The school district does not tolerate employees physically, or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, legal guardians, teacher, principal, or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations.

## **Suspected Substance Abuse**

Persons under the influence of drugs or alcohol will not be permitted on the premises of the Logan-Magnolia Community School District. At no time will children be released to a person under the influence of alcohol or drugs and school officials will call the proper authorities if warranted.

## **Initiations, Hazing, Bullying or Harassment**

Harassment, bullying and abuse are violations of school district policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials.

Students who feel that they have been harassed or bullied should:

- Communicate to the harasser or bully that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser or bully, the student should ask a teacher, counselor or principal to help.
- If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should:
  - 1) Tell a teacher, counselor or principal; and
  - 2) Write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:
    - what, when and where it happened;
    - who was involved;
    - exactly what was said or what the harasser or bully did;
    - witnesses to the harassment or bullying;
    - what the student said or did, either at the time or later;
    - how the student felt; and
    - how the harasser or bully responded.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Harassment or bullying on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status or familial status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when it:

- Places the student in reasonable fear of harm to the student's person or property;
- has a substantially detrimental effect on the student's physical or mental health;
- has the effect of substantially interfering with the student's academic performance;
- has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Sexual harassment includes, but is not limited to:

- verbal, physical or written harassment or abuse;
- pressure for sexual activity;
- repeated remarks to a person with sexual or demeaning implications; and

- suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

Harassment or bullying based upon factors other than sex includes, but is not limited to:

- verbal, physical, or written harassment or abuse;
- repeated remarks of a demeaning nature;
- implied or explicit threats concerning one's grades, job, etc.; and
- demeaning jokes, stories or activities.