

# **Prairie Creek Community School**

## **Extended Day Handbook**

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### **Contact Information**

School Office 507-645-9640 (office is open until 4:00pm daily)

Extended Day cell phone 507-301-1521

Extended Day is open from 2:30pm to 5:45pm Monday-Friday on school days.

Before School Care on Wednesdays only from 7:30am to 9:00am.

Conference Day Child Care from 7:30am to 5:45pm.

Extended Day is offered as part of Prairie Creek Community School and is governed by the policies and guidelines of the School Board.

### **Sign-up**

Extended Day sign-up is done via google form on our website. Each month a new sign-up form will be available for parents in the middle of the month. An email with the link will be sent to all families each month. Families may also call the office at 507-645-9640 to inquire about availability after the online deadline has passed.

Payment of the monthly fees must be paid in advance of services.

### **Communication to Families**

Extended Day uses a Parent Cart (located in the Concourse) to share information with families. Please check for information daily. This is where you'll find important notices. Please share all pertinent information with staff (i.e. your child will be picked up directly from school, grandma is picking up, etc.).

### **Communicating Concerns to Staff**

Prairie Creek welcomes feedback from parents. Questions or concerns about the after-school care program can be shared by speaking with Extended Day staff, or by contacting the school Director by email ([styler@prairiecreek.org](mailto:styler@prairiecreek.org)) or phone (507 645 9640)

### **Family Responsibility Checklist**

Read the Extended Day Family Handbook and know the contract terms and program policies. Failure to follow policies could result in termination of child care services.

- Sign your children out daily.
- Check the Parent Cart daily for communication.
- Notify the office when not attending Extended Day on days you had initially signed up. You can either call the office, send in a Notice of Change form in backpack express or send an email to [attendance@prairiecreek.org](mailto:attendance@prairiecreek.org).
- Model respectful behavior when dealing with staff and students.
- Pay all costs incurred for the days you signed up for regardless of whether your child attends.
- Adequately dress your child for indoor and outdoor play.
- Make sure your child is picked up by 5:45pm.

## **General Information**

### **Snack**

Extended Day provides an afternoon snack for all children enrolled after school, and on conference days. Children must bring a lunch with a drink on conference-care days.

### **Clothing**

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

### **Personal Property**

Personal items or items of value should remain at home. Extended Day is not responsible for lost or damaged personal belongings.

### **Transportation**

Parents are responsible for the arrangement of their child's transportation from Extended Day in the evening and to school on Wednesday mornings. Extended Day does not transport children.

### **Severe Weather**

If school is closed for the day because of severe weather, Extended Day will also be closed. If school has a delayed starting time on a Wednesday, there will be no Before School Care. If school is dismissed early, Extended Day will be closed.

If the weather becomes severe after Extended Day as started, Extended Day may decide to close early. Extended Day will contact families to let them know. Credit is not given for days or time missed due to emergency closings.

### **Non-school Days**

Extended Day is open only open on Parent Conference days. Conference day hours are from 7:30am until 5:45pm. All other non-school days, Extended Day is closed.

### **Late Start Wednesdays**

Extended Day will be open for care during late start Wednesdays. The Late Start Extended Day session is open from 7:30am and closes at 9:00am.

## **Safety and Security**

### **Child Protection**

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

- Any person may voluntarily report abuse or neglect.
- Extended Day staff are legally required or mandated to report and cannot shift the responsibility of reporting to a supervisor or anyone else in the program. If staff know, or have reason to believe, a child is being or has been neglected or physically or sexually abused within the preceding three years, they must immediately (within 24 hours) make a report to an outstanding agency.

Staff may make reports to:

- The telephone number of the Department of Human Services, Division of Licensing Maltreatment intake line at 651-431-6600, for reporting suspected maltreatment of a child occurring in a certified child care program.
- The telephone number of Rice County child protection agency for reporting suspected maltreatment of a child occurring within a family or in the community (1-507-332-6214) or Dakota County child protection (952-891-7459).
- The telephone number of the Department of Human Services, Division of Licensing at 651-431-6500, for reporting possible certification violations.
- Reports concerning suspected abuse or neglect of children occurring in a licensed child foster care or family child care facility should be made to county protection.

Extended Day provides training to all staff related to the mandated reporting responsibilities as specified in the Reporting of Maltreatment of Minors Act (MN Statutes, 626.556). Extended Day documents this training in individual personnel records and monitors implementation by staff.

### **Signing Out**

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

### **Before School Care (Wednesday only)**

When bringing your child to before school care on Wednesday morning, you must make contact with a staff member and the staff member will check your child in.

### **Release of Children**

Children will be released only to people listed on their emergency card unless Extended Day staff have been notified of an alternative pick-up. In an emergency, parents must call to inform Extended Day (507-301-1521) staff if someone other than an authorized person listed on the emergency card will pick up your child. A description of the person and driver's license may be requested for verification. Your child will not be released to an unauthorized person until identification and verification can be made.

### **Late Pick Up**

Children must be picked up by closing time, which is 5:45pm.

Families will be charged:

1 – 10 minutes late    \$15.00                      10 – 30 minutes late    (\$20.00).

If you have an emergency and must be late, please call as soon as possible to notify staff. If your child is not picked up and you (or other contacts listed on the emergency form) cannot be reached, the police may be called to pick up your child.

Attempt to Contact Time frame:

After 15 minutes: Call parent

After 20 minutes: Call emergency contacts listed for child

After 60 minutes: Call police

### **Absences**

Families MUST notify the school office if children will be absent at any time for any reason. School office will automatically provide Extended Day with absence information.

### **Legal Custody**

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

### **Building and Physical Premises**

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

## **Emergency Preparedness**

Extended Day follows the school district's emergency policies. If an accident should occur during Extended Day, staff will inform families as soon as possible. If immediate attention is needed, 911 will be called. Staff will then contact the parents/guardians or others listed on the child's emergency card.

Extended Day must inform the Commissioner within 24 hours of:

The death of a child in the program

Any injury to a child in the program that required treatment by a physician

Extended Day must use the Accident Report form to make a report.

Extended Day has written, emergency preparedness plans that use the Child Care Emergency Plan form developed by the Commissioner. These plans are available for review upon the request of a child's parent or legal guardian. Extended Day staff are also trained on emergency plan during orientation and at least once each calendar year. Training is documented in each staff person's file.

The Emergency Preparedness Plans include the following:

- Procedures for an evacuation, relocation, shelter-in-place, or lockdown
- A designated relocation site and evacuation route
- Procedures for notifying a child's parent or legal guardian of the relocation and reunification with families
- Accommodations for a child with a disability or a chronic condition
- Procedures for storing a child's medically necessary medicine that facilitates easy removal during an evacuation or relocation
- Procedures for continuing operations in the period during and after a crisis
- Procedures for communicating with local emergency management officials, law enforcement officials, or other appropriate state or local authorities
- The identification of hazards which include the potential impact this hazard could have on at the site and a plan for continuing operations during and after the emergency

Extended Day also conducts at least one evacuation and one shelter-in-place drill each quarter.

## **Illness/Medical Conditions**

### **Illness**

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

Extended Day will post or give notice to the parent or legal guardian of an exposed child the same day the program is notified of a child's contagious reportable disease specified in Minnesota Rules, part 4605.7040, or scabies, impetigo, ringworm, or chicken pox. This notification will be posted on the parent sign-out clipboard and will minimally include the illness and date of potential exposure.

School district procedure requires that children must be fever free, without the aid of fever reducing medication, for 24 hours before returning. Parents should also keep children home from Extended Day or Conference Day Care:

If your child has vomited within the past 24 hours

If your child has had diarrhea within the past 24 hours.

If your child has an undiagnosed rash.

If your child feels ill enough that he/she would not be able to benefit from school

If having your child at school would significantly put others at risk for contracting your child's illness

If your child has had a temperature of 100.0 degrees or higher in the past 24 hours

Please keep your child's emergency information current. Emergency information is kept for each child.

### **Medication**

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

Should medication be administered during program hours, Extended Day will document in the child's record the child's first and last name; name of the medication or prescription number;

date, time and dosage; and the name and signature of the person who administered the medicine.

Extended Day follows the Prairie Creek Community School's medication procedure requiring a child to take antibiotics for a full 24 hours before returning to school.

Aside from medication, Extended Day must obtain written permission from a child's family to administer sunscreen, insect repellent, and hand sanitizer. All medications, sunscreen, insect repellent, and hand sanitizer will be administered according to the manufacturer's instructions unless provided written instructions by a licensed health professional to use a product differently. All medicines, sunscreen, insect repellent, and hand sanitizer will be stored according to directions on the original container.

The Extended Day leader must be informed of special needs or medical conditions that impact your child's health, well-being, or involvement in activities. Families are responsible for keeping this information current.

### **Allergies**

Prior to admitting a child for care, the school must obtain documentation of any known allergies from the child's parent or legal guardian. This can be done through the Prairie Creek Community School Emergency Card, which are part of the beginning of the year packet.

Extended Day maintains current allergy information in each child's record. This information includes a description of the allergy, specific triggers, avoidance techniques, symptoms of an allergic reaction, and procedures for responding to an allergic reaction, including mediation, dosages, and a doctor's contact information.

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

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

Medication, including EpiPens, are accessible from the school nurse's office.

### **Immunizations**

Children currently enrolled in Prairie Creek Community School and attending Extended Day must provide an up-to-date immunization record or applicable exemption before receiving care. The school maintains immunization records for all current students.

Prairie Creek Community School and Extended Day only provides regular care for enrolled students on school days and conference days.

### **Absences/Sick Leave**

Call the school office if your child will be absent. Fees are not credited for sick days or other absences. If an illness extends beyond two weeks, contact the office.

## **Accommodations/Program Qualifications**

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

*\*Please Note the Following Criteria Children Must Meet to Enroll in Extended Day\**

All children are expected to be toilet trained. Extended Day does not have changing facilities. You will be called to pick up your child if they have a bathroom accident.

Students must be able to independently participate in a large group setting with multi age peers. Students must be able to independently follow simple directions appropriate to the child's age. Students must have the ability to independently play and work cooperatively with multi age peers.

Students must be able to safely and successfully transition independently from one activity to another.

Students must be able to remain in the building or on school premises unless otherwise directed by a staff person.

Students must refrain from hitting, kicking, biting, or any other forms of physical aggression towards peers or staff.

Information regarding a student's needs will not be used to prohibit a child's enrollment in Extended Day, unless it is determined that the child will need significant assistance beyond our program's capabilities.

At any time the school Director may offer information about available professional support.

## **Release of Information**

Extended Day follows the Data Privacy Policy of Prairie Creek Community School, which located on the school website. It is also available upon request.

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

## **Billing**

Extended Day payment is due in advance of services each month. In our effort to be green, online sign-up will be available in the middle of the each month. An email will be sent to all families a with a link to the online sign-up. This email will also include a due date, after that date sign-ups will be accepted only if space is available.

## **Financial Information**

Extended Day receipts will be sent home via backpack express with the Federal Tax ID number each month. Please keep these receipts in a safe place for your tax purposes.

### **Conference Days**

- Parent / Teacher Conference days are signed up for separately. (\$30 per student/per day)
- Conferences days Extended Day care may not be added after the sign-up deadline for staffing reasons
- Conference days Extended Care are for families who don't have other options for their children and are first come, first served.
- If families cancel Conference Days care, no refund will be issued.

### **Schedule Changes/ Add Ons/ Cancellations**

Additional days may be added IF space is available and staffing needs are met. The additional days will be added at a rate of \$10 per child/per day, payment is due in advance of service.

### **Sick/Vacation Leave**

Extended Day does not credit fees for sick or absent from school or Extended Day.

### **Extended Day Staff Responsibilities**

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

### **Staffing**

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

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

All staff members are expected to participate in continuing education activities and professional development opportunities offered throughout the year. These in-services may include safety and supervision, child protection, behavior management techniques, diversity, curriculum, and

conflict resolution. Extended Day staff are certified in First Aid/CPR. Criminal background checks are required for all newly hired Prairie Creek Community Schools employees.

### **Behavior Expectations**

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

### **Behaviors which are considered inappropriate and harmful include:**

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

### **Behavior Management**

Extended Day's goal is to promote a positive approach to child care and the management of behavior issues.

The program is designed to offer an environment that:

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

Extended Day is part of Prairie Creek Community Schools and follows the school's values. These values state that children are expected to: respect self, other children and staff; accept each others' individual differences; accept the consequences of their behavior; let staff know their needs; and respect others' equipment and property.

Every effort will be made to make reasonable adjustments to the program to accommodate the unique needs of each child. If a child demonstrates behavior which has a negative impact on themselves or others, staff will make adjustments in one or more of these areas: environment,

grouping of children, activities, and/or staffing. Staff will help the child understand the impact of his/her behavior and identify acceptable alternatives to unacceptable behavior. Staff and peers provide positive modeling of appropriate behavior. Children are encouraged to take responsibility for their actions.

**Behavior Incident Reports:** A serious disciplinary action such as those listed above as harmful or inappropriate will result in a Behavior Incident Report being filed. Reports may result in one, three, and five days off. Should a child receive a sixth Behavior Incident Report, Extended Day fees will cease with the last date of service, and alternate care must be found immediately, as the child will not be allowed to return to the program. This Behavior Incident Report Policy is inclusive of all Child Care options, e.g. Conference Care. Behavior Incident Reports accumulate consecutively throughout these program options.

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

**2nd Behavior Incident Report:** Parents/guardians will be contacted for a meeting to include the parent/guardian, child, Extended Day Supervisor and/or Director. The process continues should a parent/guardian refuse to attend a meeting. The parent or guardian will receive a written warning that should a third Behavior Incident Report occur, the child will need to take a one-day leave of absence from the program.

**3rd Behavior Incident Report:** Parent/guardian will be notified by telephone or in person that the child will need to take a one-day leave of absence from the program on the next scheduled day. (Fees will be charged during this absence.) The parent or guardian will receive a written warning that should a fourth Behavior Incident Report occur, the child will need to take a three-day leave of absence from the program.

**4th Behavior Incident Report:** The parent or guardian will be notified by telephone or in person that the child will need to take a three day leave of absence from the program beginning with the next scheduled day. (Fees will be charged during this absence.) The parent or guardian will receive a written warning that should a fifth Behavior Incident Report occur, the child will need to take a five-day leave of absence from the program.

**5th Behavior Incident Report:** The parent or guardian will be notified by telephone or in person that the child will need to take a five-day leave of absence from the program beginning with the next schedule day. (Fees will be charged during their absence.) The parent or guardian will receive a written warning that should a sixth Behavior Incident Report occur, the parent/guardian will be required to find alternate child care immediately, and the child will not be able to return to the program. Charges will end with the last date of service.

**6th Behavior Incident Report:** The parent or guardian will be notified by telephone or in person that alternate care will be needed immediately, as the child will not be allowed to return to the program. Charges will end with the last date of service.

After one (1) full calendar year of absence from the program following the sixth Behavior Incident Report, a child may be considered for re-entry into the program. A goal-setting meeting with parents/guardians and staff will be scheduled to discuss the child's behavior and changes that need to occur for a successful return to the program.

### **Suspension from School**

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

### **Dismissal from the Program**

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

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

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

#### **Parent related probable causes for dismissal:**

1. Failure to complete, sign, and return appropriate program forms.
2. Harmful, threatening, or inappropriate behavior toward staff, children, or other parents.
3. Consistent late or non-payment of tuition and program fees.
4. Refusal to cooperate and work with Extended Day staff to correct behavior concerns.
5. Repeated instances of failure to sign child in and out
6. Lack of adherence to Extended Day policies and procedures.
7. Repeated instances of late pick up.