

# Pillager Family Center Fun Stop Child Care Program Handbook

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## **INTRODUCTION**

The purpose of this handbook is to acquaint families with the Fun Stop Child Care Program. It is important to observe these guidelines in order to make the school year and summer program successful.

The primary purpose of the Fun Stop Child Care Program is to provide child care in a safe and enjoyable environment. We strive to help children feel secure, supported, and respected. In return we appreciate respectful attitudes from the children in our care. Children will experience caring staff who offer learning and recreational opportunities designed to enhance children's social, physical, cognitive and recreational development.

The Fun Stop Child Care Program is operated by the Pillager Family Center, a non-profit organization contracted by the Pillager School District.

Fun Stop operates with a one adult to 15 children ratio.

Child Care Tax Statements are available on Brightwheel. The Pillager Family Center's Federal Tax Identification Number is #41-1811057.

## ENROLLMENT

### ***All children must be enrolled in the Fun Stop program in order to participate.***

Once the enrollment process is completed (registration paperwork including immunizations, account and autopay must be set up in Brightwheel and registration and first week's fees paid), child will be considered registered.

Registration fees are paid when a child initially enrolls and then twice a year moving forward, \$20 for the summer session and \$20 for the school year session.

All children, Kindergarten through 4<sup>th</sup> grade, are eligible for the Fun Stop program based on availability. Space may be limited.

Enrollment is open to all children regardless of race, religion, color, national origin, gender or disability.

### ***Parent/guardian is responsible for updating membership information.***

Contact information, persons authorized to pick child up, current address, immunizations and other information must be kept up-to-date. This can be done on Brightwheel app.

## SCHEDULES AND PAYMENT

### ***Children must be pre-registered.***

Monthly commitment registration forms are available at the sign in/out kiosk and are made available two weeks before the upcoming month. This monthly registration form is your commitment of when your child will be attending Fun Stop. Every child/family will be required to fill out a monthly registration form and turn it in by the 22<sup>nd</sup> of the month for the upcoming month. If you do not fill out a monthly registration form, your child's spot will not be saved and you will be charged the drop in rate for care if there is room for your child to attend. Once the commitment form has been submitted for the month, those are the days we will be expecting your child and you will be invoiced for those dates regardless if you child attends or not. If changes need to be made to the schedule submitted, this must be done through Brightwheel seven days in advance and charges will change accordingly.

Fun Stop requires a minimum two days/week schedule for each session for regular enrollment. Priority placement goes to families with full-week enrollment. Drop-in care is permitted when space is available and registration is complete.

### ***Fees MUST be paid IN ADVANCE on Thursdays.***

Families are billed weekly in advance for scheduled days regardless of attendance or program closure. Invoices are posted weekly on Monday and payment is due weekly on Thursdays for the upcoming week based on the monthly registration form submitted by parents. Autopay must be set up in Brightwheel so payment will automatically be made on Thursdays. A **\$20.00 late payment fee per child** will be added to your account on Friday mornings if payment is not successful on Thursday. If payment is not made, your child may not be allowed to attend Fun Stop until payment is made.

**DROP IN FEE:** Due to staffing and programming preparation, in order to add an extra day onto your child's schedule, staff must be notified at least seven days in advance. In the case of an extra day without a seven day notice, there will be a drop in fee of \$6.00 in addition to the session rate and can happen only if there is space available.

**NO-SHOW FEE:** Parents are required to contact Fun Stop if their child will not be attending as scheduled. If your child does not arrive at Fun Stop on a scheduled school day and you have not communicated with Fun Stop about the change, we will use all our resources to locate your child. A \$10.00 fee will be charged to your account per occurrence. A note to your child's school teacher is not a sufficient notice. **It is the parent's responsibility to contact the Fun Stop program to make them aware of the change.**

***Children must be signed in or signed out when they are dropped off or picked up.***

The sign in/out kiosk is located on the Early Childhood front desk. If children are not clocked in or out by parents, you will be charged for the full rate for the session.

### **PROGRAM FEES:**

Annual Fee: \$20 for summer session, \$20 for school session

Summer and Non School days: \$33.00/day for up to nine hours. \$3.55 for every hour or part of an hour over nine hours. (two days per week minimum)

School Year Before School: \$5.00 per day (two days per week minimum)

School Year After School: \$10.00 per day (two days per week minimum)

Monthly Snack Fee: \$9.00 all families are required to pay no matter how many days attending

Monthly Sun Screen Fee: (June, July and August) \$5.00 all families are required to pay no matter how many days attending

### **CLOSED DAYS**

Fun Stop is closed on the following holidays: New Year's Eve Day, New Year's Day, Memorial Day, July 4<sup>th</sup> and 5<sup>th</sup>, Labor Day, Thanksgiving Thursday and Friday, Christmas Eve Day and Christmas Day. If a holiday falls on a weekend, Fun Stop will be closed on the Friday before or the Monday after. Fun Stop is closed on the last day of school and the last week of summer. On non-school days, there needs to be at least seven children registered for Fun Stop to be open.

### **HOURS AND SCHEDULING**

1. ***Fun Stop hours are from 6:30 a.m. to 5:30 p.m. Monday through Friday, except when school is in session. During school days, the hours are 6:30-8:00 am and 3:00-5:30 pm Monday through Friday.***

Fun Stop will be open during select school holidays if seven or more children are registered.

2. ***A late fee of \$20.00-will be assessed per child for each 15 minutes past 5:30 p.m. If late pick up becomes a habit, child may not be able to attend the program.***

3. ***Late Pick-up Procedures.***

The following procedure will be used to handle late pick-ups:

1. If child is sent to Fun Stop after an after school activity because the parent/guardian did not pick the child up at the designated time, we will try to contact the parent/guardian 15 minutes after activity ending time. If we are not able to reach parent/guardian by phone, we will attempt to contact the emergency pick-up person, which should be listed on the after school activity registration form.

2. If child is a Fun Stop attendee, we will attempt to contact parent/guardian of the child at 5:31 pm. If we are not able to reach parent/guardian by phone, we will attempt to contact the emergency pick-up people, which are listed in the registration book.

3. After one hour from the designated pickup time for after school activities and 6:30 for regular Fun Stop attendees, if we haven't heard from the parent/guardian and are not able to secure a pick-up for the child by contacting the emergency pick-ups, call Cass County Sheriff's non-emergency number at 1-800-450-2677 to report the situation.

Report the following information to the police: Parent/guardian name, work and home telephone numbers, and address

### **SNACKS AND MEALS**

During the summer, breakfast and lunch are provided by the school meal program if the school qualifies for and offers the program. If the school meal program is not offered for some reason, parent/guardian will be notified to bring a breakfast and lunch from home. During the school year on full non-school days, the school will not provide meals and meals will be brought from home. Remember to provide meals that do not require cooking and there is not refrigerator space so please include an ice pack as needed.

After school, a light snack will be served. During entire day sessions (non-school days and summer) a light snack will be served in the afternoon. If you feel your child needs more substantial snacks or if your child has dietary restrictions, special snacks may be provided from home. All children are required to pay the snack fee.

## **DRESS**

Please be sure your child has appropriate dress for both inside and outside activities suitable for the season. Outer clothing and boots should be labeled with the child's name. Tennis shoes should be worn.

## **ITEMS FROM HOME:**

Items from home may be allowed on special occasions, i.e. electronics day. Fun Stop is not liable for damage that may occur to items from home or for any items that are reported lost or stolen. Please allow your child to bring items at your own discretion.

**PHOTO CONSENT:** Please know that photos will be taken during Fun Stop events throughout the year. Unless you notify Fun Stop in advance, photos taken during Fun Stop activities may be used in publications and social media.

**ANIMALS:** Please do not bring any animals, insects or reptiles to Fun Stop.

## **SUMMER CARE AND FIELD TRIPS:**

Fun Stop is active during the summer. Please send the following each day during the summer: backpack, change of clothes, book to read, hat (for outdoor sun protection), tennis shoes, and water bottle. There is a monthly sunscreen fee during June, July and August that all families pay to make sure we have plenty of sunscreen for all children during the summer. Fun Stop has water days, weather permitting, usually on Fridays. Appropriate swimwear and a towel are needed for these days. Please take all wet items home to wash on a daily basis.

Fun Stop will offer a variety of field trips. These trips will be on the monthly calendars as soon as the information is available. There will be an additional fee for each field trip to help pay for bussing and admission fees. The field trip fee will be added to your weekly invoice and payment is due on Thursday. Please note that we are not able to wait for late arrivals on field trip days. If you should arrive late, it will be your responsibility to bring the child to the field trip site if you wish to have care that day. All scheduled children will attend field trips. There will not be regular care on these days.

## **OPPORTUNITIES AND DAILY ACTIVITIES**

### ***Children are involved in group activities as well as individual play.***

Specific group activities are geared toward fostering cooperation and a sense of community among the students. Children are able to, as a group or individually, select the activities in which they want to be involved much of the time. A wide variety of activities that involve both quiet and active play are available. Reading is encouraged as well. At times, depending on attendance and staffing students may be split into age/interest groups. In addition to the Fun Stop room we are able to utilize the media center, playground and gym. All activities are supervised by Fun Stop staff to ensure safety and age appropriateness with a one staff to fifteen student ratio.

Children must be independent in toileting. We provide regular opportunities during the day for children to use the restroom. Children must be able to request to use the restroom independently as needed.

Only movies that are rated G, PG and screened non-rated movies will be allowed to be viewed at Fun Stop. Parent/guardian must notify us if they do not wish their child to view PG rated movies.

## **THE PARENT/GUARDIAN FACTOR**

The success of our program and our children depends on parent/guardian cooperation, involvement, satisfaction, and open communication. We ask that parents/guardians review this Handbook in order to be familiar with our program and support the staff.

There are many volunteer opportunities available through Fun Stop and the Family Center. Please contact a staff member if you have a special skill or are willing to help. Donations of snacks, craft items, play equipment and lending library materials are welcome.

Parents/guardians may request a conference with the staff at any time. Staff will inform parents/guardians of any concerns or achievements. Parents/guardians are welcome to visit the program at any time. If extenuating circumstances exist please feel free to talk with the Fun Stop coordinator, or Family Center Director.

## **BEHAVIOR AND DISCIPLINE**

### ***Fun Stop Rules and Expectations.***

The goal of the Fun Stop program is to provide a safe and positive environment for the children in our care. We expect the students and staff to respect themselves and others and be considerate of other's feelings and moods. We expect the students and staff to respect the property of others, the school and Fun Stop. Intentional destruction of property or theft will not be tolerated. The staff will model acceptable behavior and will provide clear and consistent ground rules for safety. Children will be allowed to take reasonable risks in play; however, staff will intervene and set limits when necessary. Every effort will be made by staff to reduce conflict by redirecting children away from problems.

### ***THE SAFETY OF CHILDREN AND STAFF WILL BE PROTECTED AT ALL TIMES.***

The Fun Stop program has zero tolerance for harmful, violent behavior. This behavior includes but is not limited to: physical aggression of any kind, inappropriate language and/or behavior, and bullying. If at any time a child exhibits behavior which directly or indirectly threatens a person's right to be safe (aggression, threats, disrespectful language, harassing behavior, inappropriate touching a person's body or belongings, inappropriate gestures, etc) or behavior that inhibits the staff from fulfilling their ability to be available for all children, a behavior incident report will be filled out. Staff will discuss the behavior with the child to help correct the behavior and parents will be informed by either a phone call or staff discussion at the end of the day. The parent will sign the incident report.

### ***Failure to follow the rules and guidelines will result in loss of privileges and disciplinary action.***

FIRST OFFENSE: A verbal warning will be given, child will be separated from the group for a time and, if the situation calls for an apology, a verbal apology will be required.

SECOND OFFENSE: Parent/guardian will be notified to pick child up for the remainder of the day. The child must present a written apology and explanation of his or her behavior upon their return to Fun Stop. This and all subsequent incidents will be documented.

THIRD OFFENSE: Child will be suspended for a one-week period (five days). A meeting of staff, parent/guardian and child will be required before the child is allowed to return to Fun Stop.

A serious infraction, such as not listening to staff members or running from staff, may result in a more severe consequence for the first offense.

Staff will use discretion and take into regard all aspects of each individual situation before making a decision.

**CONTINUED DISRUPTIVE BEHAVIOR WILL RESULT IN DISMISSAL FROM THE FUN STOP PROGRAM.**

We reserve the right to bypass the above behavior steps at any time and remove a child from our care for reasons of safety. If a parent is called to pick up a child for behavior, the child must be picked up within one hour.

## **SAFE CHILD POLICY**

### **1. *If a child does not show up after school when scheduled.***

The child's teacher will be contacted to determine whether the child had been absent from school. If the child was in school, every effort will be made to locate the child by Fun Stop and school staff, including contact with the child's regular bus driver. Parent/guardian will be contacted to determine if there was a change in circumstance. If we are unable to locate the child, the police will be notified. Incidents involving missing children will be documented.

### **2. *Children will only be released to persons listed on their registration form.***

Please list *all* persons authorized to pick your child up from Fun Stop on the registration form.

Please list *any* person specifically **not** authorized to pick your child up. We especially must be informed of any restraint orders that may be in force. A copy of the order is requested for our files. Notify us immediately if you wish to add anyone to your list. If you wish to have someone, other than those listed, *prior, written permission* must be given. Telephone authorization will not be accepted. Children will not be released if staff determines unsafe circumstances. If person picking child up appears to be inebriated or otherwise incapacitated the police will be notified. Children will not be released to minor persons. Children will not be allowed to leave Fun Stop on their own unless we have specific, written permission.

## **HEALTH AND SAFETY**

### **1. *Exclusion of sick children and infectious disease outbreak control.***

Parent/guardian will be notified immediately if their child becomes ill while at the program and should be picked up within one hour. Alternate contacts are required in the event a parent/guardian cannot be notified. The definition of illness on the Minnesota Department of Health website states that an ill/sick child is one who is unable to participate in routine activities or needs more care than can be provided by the childcare/school staff. See general exclusion guidelines as provided by MDH for signs and symptoms of illness.

The child will rest in a supervised, isolated area until he or she is picked up. "Isolating a sick child from other children in the program does not mean the child has to be in a separate space. It means the child should not be actively participating in activities with other children while waiting to be picked up."

Parents will be notified by a posted flyer outside the classroom and by the time clock of any contagious reportable disease specified in Minnesota Rules, part 4605.7040, or scabies, impetigo, ringworm or chicken pox. The flyer will include the illness and date of potential exposure and information regarding signs or symptoms to watch for and incubation periods and will not include identification of any child specific information provided by the school nurse or Minnesota Department of Health website.

### **2. *Immunizations***

Fun Stop must maintain or have access to a record detailing the child's current immunizations or applicable exemption before care can be provided. Beginning September 1, 2018, parents will be asked to provide the MDH immunization form for their child. The School Nurse has immunizations on file as well.

### **3. *Administration of Medication***

Medication will only be administered if written instructions and authorization from the parent/guardian is on file including prescription medicine, diapering product, sunscreen lotion, and insect repellent. Nonprescription medicine, diapering product, sunscreen lotion and insect repellent are administered according to the manufacturer's instructions unless provided written instructions by a licensed health professional to use a product differently.

Parents must provide and Fun Stop will follow written instructions from the prescribing health professional before administering prescription medicine. All medication must be in the original container with a legible label clearly marked with the child's first and last name, given only to the child whose name is on the label, not given after an expiration date and returned to the child's parent or legal guardian or destroyed if unused. The medicine administration will be documented in the child's record including first and last name, name of medication or prescription number, date, time and dosage, and name and signature of the person who administered the medicine. The documentation will be available to the child's parents or legal guardian. All medication, insect repellents and diapering products will be stored according to directions on the original container and be inaccessible to the children.

#### **4. Preventing and Responding to Allergies**

Documentation of any known allergy must be received from a child's parent or legal guardian or the child's source of medical care before admitting the child for care. The following step must be followed:

1. An individual care plan will be developed and must include but not be limited to a description of the allergy, specific triggers, avoidance techniques, symptoms of an allergic reaction, and procedures for responding to an allergic reaction, including medication, dosages, and a doctor's contact information.
2. Each staff person who is responsible for carrying out the individual child care program plan must review and follow the plan. Documentation of a staff person's review must be kept on site.
3. The plan will be reviewed annual or following any changes made to allergy-related information in the child's record. The individual care plan will be updated and each person responsible for carrying out the individual child care program plan will be informed. Documentation will be kept that the staff person was informed of a change.
4. The child's allergy information will be available at all times including on site, when on field trips, or during transportation. A child's food allergy information must be readily available to a staff person in the area where food is prepared and served to the child.
5. The child's parent or legal guardian will be contacted as soon as possible in any instance of exposure or allergic reaction that requires medication or medical intervention. Emergency medical services must be called when epinephrine is administered to a child in the center's care.

#### **5. Building and Physical Premises, Free of Hazard**

Fun Stop is located in the Pillager Public School. The school staff ensures the premises to be free from hazard. The areas used by Fun Stop are clean and in good repair and the furniture and equipment is structurally sound and is appropriate for the age and size of the children using the area. Hazardous items including but not limited to sharp objects, medicines, cleaning supplies, poisonous plants, and chemicals are out of the reach of children.

Fun Stop and school custodial staff will 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 dispose of bodily fluid in a securely sealed plastic bag.

#### **6. Transporting Children**

During the summer Fun Stop plans field trips to area attractions and children are transported by the school district's bus company.

### **EMERGENCY PREPAREDNESS**

Fun Stop has a written emergency plan for emergencies that require evacuation, sheltering, or other protection of children, such as fire, natural disaster, intruder, or other threatening situation that may pose a health or safety



hazard to children. The plan is part of the School District's plan and is reviewed and updated at least each calendar year. The annual review of the emergency plan is documented.

The plan includes a procedure 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 chronic medical 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; and procedures for communicating with local emergency management official, law enforcement officials, or other appropriate state and local authorities.

The emergency plan is available for review upon request by the child's parent or legal guardian.

**Administering First Aid and Medical/Accident Emergencies:** All parents will be asked to fill out and sign an emergency authorization form which authorizes the Fun Stop Program to notify their clinic, an ambulance or the hospital if necessary. This authorization will be kept on file at the Center. A staff person trained in first aid and CPR will be on duty at all times. Medical emergencies and accidents will receive prompt attention. Fun Stop staff will treat minor cuts and abrasions. In the event of an accident or more serious injury, staff will administer first aid methods or CPR procedures only until medical staff arrives. If the situation is life threatening, Center staff will call 911 before any other steps are taken. The Center staff will notify parents. If the parent cannot be reached, the person whom the parents have authorized to be responsible will be notified. Parent/guardian will be responsible for any costs that are incurred. All accidents, injuries, and incidents involving children in our care, staff, volunteers or visitors will be documented. The written report will contain name and age of person, date and place of event, action taken by staff and to whom it was reported

**Fire Prevention and Lock Down Procedures:** Fun Stop will have fire drills and lock down drills as scheduled by the Pillager Public School. Results will be logged by school personnel. Mandate monthly fire drills and log of dates and times showing that the fire drills were held. All staff will be briefed on fire safety. We will identify and have posted: primary and secondary exits, building evacuation routes, the telephone numbers of the fire department (911), persons responsible for the evacuation of the children and the area each staff member is responsible for. Instruction on how to use the fire extinguishers is available on the extinguishers themselves. Staff members will be required to review this information and how to close off a fire area.

Staff members know the procedures during a lock down and will follow them. If you come to the school building and see the light flashing on the outside of the building, please do not enter. Wait in your car. Staff members will be trained on how to carry out all of the above procedures.

**Natural Disasters:** In case of a tornado, the Pillager Public School routine will be followed. The designated tornado shelter area map showing designated primary and secondary shelter areas must be displayed. A radio, flashlight and first aid kit will be taken by the lead person. Tornado drills will be held as scheduled by the Pillager Public School. Procedures for tornado drills are posted and results will be logged by school personnel. Monthly tornado drills from April to September are needed. The times and dates showing that the drills were held must be logged.

**Public School Closing including blizzards or other natural disasters:** In the event that weather related emergency occurs before the Fun Stop Program opens and the Pillager Public School is closed, Fun Stop will be closed. If the Pillager Public School is two hours late, Fun Stop will open two hours late. If Pillager Public School closes and school is let out early, Fun Stop will not be open for after school care. The Pillager School closing will be sent to parents through JMC.

**Missing Child:** All available adults will be enlisted to help in the event that a child cannot be accounted for. One staff member will remain with the rest of the children and keep them occupied. After inquiries and searches are made and the child is still missing, the parent and police will be notified promptly.

**Unauthorized/Incapacitated Pick-Up:** Only the adults who have approval by the custodial parent(s) may remove the child from Fun Stop. Fun Stop asks that the staff be informed if anyone other than the parent will be bringing or picking up the child. Their names and telephone numbers must be on the registration forms. If there is a restraining order, a copy of this is needed for our files.

If a parent or authorized person comes inebriated or incapacitated, Fun Stop will not release the child to him/her. If a person who is suspected of abuse attempts to pick up a child, Fun Stop will not release the child to him/her. The police will be called and they will handle the situation. All Fun Stop staff are mandated reporters.

### **MALTREATMENT OF MINORS MANDATED REPORTING POLICY**

Who should report child abuse and neglect? Any person may voluntarily report abuse or neglect. Fun Stop staff are legally required or mandated to report and cannot shift the responsibility of report to your supervisor or to anyone else at your center. If you know or have reason to believe a child is being or has been neglected or physically or sexually abused within the preceding three years you must immediately (within 24 hours) make a report to an outside agency.

The telephone number for Cass County Child Protection is 218-547-1340 ext 212 or local law enforcement is 218-746-3322 for reporting suspected maltreatment of a child occurring within a family or in the community.

The telephone number of the Department of Human Services, Division of Licensing Maltreatment Intake line is 651-431-6600 for reporting suspected maltreatment of a child occurring in a licensed child care program.

The telephone number of the Department of Human Services, Division of Licensing is 651-431-6500 for reporting possible licensing violations.

Fun Stop will provide training to all staff related to the mandated reporting responsibilities as specified in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556). Fun Stop will document the provision of this training in individual personnel records, monitor implementation by staff. Maltreatment of Minors Mandated Reported Policy for Certified Child Care Centers attached.

Fun Stop will inform the commissioner within 24 hours of the death of a child in the program or any injury to a child in the program that required treatment by a physician. Fun Stop will use the Child Care Center Serious reporting form, copy attached.