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# POLICY HANDBOOK

Red Wing School District, ISD 256

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# Welcome to Kids Junction!

Kids Junction is a school-age care program providing safe and creative environments for elementary school students throughout the school year and summer. Kids Junction serves children currently enrolled in kindergarten through grade six. Kids Junction Preschool Care is a morning preschool with all-day childcare. Kids Junction is administered by the Community Education and Recreation Department of Red Wing Public School, ISD 256. We can be reached at:

## **Burnside Kids Junction**

5001 Learning Lane  
Red Wing, MN 55066  
(Site) 651-385-4709

## **Sunnyside Kids Junction**

1669 Southwood Avenue  
Red Wing, MN 55066  
(Site) 651-385-4587

## **Twin Bluff Kids Junction**

2120 Twin Bluff Rd.  
Red Wing, MN 55066  
(Site) 651-385-4633

## **Kids Junction Preschool Care**

1669 Southwood  
Red Wing, MN 55066  
(Site) 651-385-4587

## **Community Ed. & Rec.**

2451 Eagle Ridge Dr.  
Red Wing, MN 55066  
(Office) 651-385-4565

## **Coordinator – Justin Plein**

(Office) 651-385-4621  
(Cell) 651-764-0266  
jjplein@rwps.org

All locations have voicemail, so messages can be left at any time. Please try the site number first before calling the coordinator. All billing and schedule change messages must be left on the site number.

**Philosophy:** Kids Junction provides care for preschool and school-age children whose parents are unable to be home with them during non-school hours. The program offers a friendly, informal atmosphere with activities to keep the children busy and creative. Children are given choices to participate in a variety of group and individual activities such as arts, crafts, games, indoor and outdoor physical activities, computers, field trips, and quiet time.

**Goals:** Kids Junction offers a program with a wide variety of learning experiences that provide balance to the academic focus of the regular school day. Our goal is to give children the opportunity to grow in the following areas: personal discipline, social development & psychological health, physical skills, health, and safety.

## **Enrollment Requirements**

To be fully enrolled in Kids Junction you must have turned in to the coordinator:

- Registration form
- Medical & Emergency Information form
- Permission and Release Agreements
- Behavior Goals & Policies signed by parents and children
- Immunizations Record
- A completed Attendance Schedule
- \$50 registration fee

A registration fee of \$50 per child is required upon enrollment into the program. This registration fee includes a t-shirt if registered for the summer program. This fee is non-refundable and is good from the beginning of the summer through the following school year. Children must re-register and pay the registration fee each year.

**Drop-in Registration:** Children using the program on a drop-in basis are required to have completed registration forms on file. Drop-ins will be billed at a higher rate. Prepayment for care is required. A t-shirt will not be provided for families that are on a drop-in basis. One may be bought for a cost of \$12.

**Changes to Registration Information:** For safety reasons, children's files must include current data at all times. Should a change occur to work, cell, or home telephone numbers, addresses, employers, emergency contacts, or other data, a "Changes or Additions to Registration" form located at all sites needs to be completed immediately.

## Program Options and Offerings

### **Before and After School Program**

Our morning program is structured so students can approach the morning in their style. Quiet activities as well as active games are available for the children. Morning snack is not provided, but students may participate in the morning breakfast program, charged to their lunch account (fees based on School District rates). Children may also bring their breakfast to eat during the breakfast program time.

Our after-school program is structured to give the children options which include, but are not limited to, free time, crafts, outside time, and group games. An after-school snack is provided.

|                   |  |   |   |
|-------------------|--|---|---|
| <b>Locations:</b> | <b>Kids Junction</b><br>Burnside Elementary<br>Cafe<br>(Use door #5) | <b>Kids Junction</b><br>Sunnyside Elementary<br>Café<br>(Enter Maple St. door #8) | <b>Kids Junction</b><br>Twin Bluff School<br>Summer Only<br>(Use door #1) |
|-------------------|--|---|---|

**Before School Hours:** 6 AM until the start of school

**After School Hours:** after school until 6 PM

**Kids Junction will be closed for:** Thanksgiving and the Friday after, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Good Friday, Memorial Day, the day after the last day of school, Juneteenth, July 4<sup>th</sup>, the Friday before the first day of school, and Labor Day

### **School Year Full Days**

Our school year full-day program is structured for the child to rotate in small groups to different activities all day. Breakfast and snacks will be provided. Lunch will be provided on all scheduled non-school days, children will need to pack a lunch on any non-scheduled no-school day. Refrigeration and a microwave are not available, and soda pop is not allowed. Please label your child's lunch with their name. Field trips are occasionally planned on non-school days.

**Location:** To be announced each non-school day. Typically, there is only one site open on non-school days and will be announced in advance.

**Hours:** 6 AM– 6 PM

**Open for:** All non-school days (Parent/Teacher Conferences, Teacher Workshop Days, Winter Break, and Spring Break)

**Billing:** If your child is scheduled for a non-school day and you call in the day of care, you will be charged a half day's fee of \$30. If your child is scheduled for a non-school day and there is a "No Call No Show", you will be charged a full-day fee of \$32. **During winter and spring break, schedules will be due one week before the first day of break. Any changes made after this date up to the day before the break will be charged a half-day fee of \$30, and changes made on the first day of the break or later, will be charged a full-day fee of \$32.**

### **Summer Program**

Our summer program is for children 33 months up to the summer after 5<sup>th</sup> grade year. The program is structured for the child to rotate in small groups to different activities all day. Breakfast, lunch, and snacks will be provided. Breakfast is typically served at 8:15 AM. Children may bring a bag lunch (no soda pop allowed) or a lunch is available at no cost to families. For field trips, children will be responsible for carrying their own lunch and other necessities, a backpack may be needed to keep everything together. Please label your child's lunch with their name.

Field trips are scheduled each week during the summer program and occasionally on non-school days during the school year. The trips are designed to offer children the opportunity to visit fun, interesting and educational sites. Details about each field trip including location, date, cost, and times will be posted. A complete summer field trip calendar will be available in the spring.

**Location:** This will be announced each summer.

**Hours:** 6 AM – 6 PM

**Dates:** Our summer program will open the first Monday after the last day of school and will close the Thursday, or Friday before Labor Day. These days are subject to change, based on the school calendar.

### **Field Trip Sign-up**

Field trip sign-up will be available on monthly calendars. By filling out the field trip form on the monthly calendar by the designated due date, you are guaranteed a spot. There will also be sign-up sheets available for field trips after the monthly calendars have been collected (space pending availability). Children are not allowed to sign themselves up. Space will be available on a first-come, first-served basis with a waiting list. If your child is on the waiting list, be sure they come prepared to attend because there may be last-minute cancellations or we may attain additional spots.

### **Field Trip Payment**

Field trip costs will be added to your weekly statement. Due to advanced staffing and the cost of transportation, once a child has been signed up, field trip fees are **non-refundable**. Exceptions are as follows:

- a parent notifies staff one week in advance of the trip. Once notified, staff will take the child's name off the sign-up.
- a 24-hour notice is given for swimming trips.

### **Field Trip Reminders**

- Appropriate clothing and **closed-toed shoes** are required.
- Children may bring water bottles, cameras, etc., but children are responsible for carrying these items.
- Extra money your child brings is their responsibility. Please check with staff as there is a maximum amount of money each child is allowed to bring per field trip.
- Some field trips require children to wear their **Kids Junction T-shirt** received at registration. The Summer Calendar of Events and Weekly Calendar will indicate if Kids Junction t-shirts are required. A \$5 charge will be added to your child's bill if staff must provide a rental t-shirt for your child on a field trip day. T-shirts are designed to help keep our group together and make our group distinguishable. If you have lost or would like additional t-shirts, other than the one provided, they may be purchased from Kids Junction for an additional cost.
- Failure to bring required items will result in the child not being able to attend, but the parent/guardian will still be billed.

### **Summer Swimming**

Kids Junction utilizes Red Wing Water Park during the summer months. You will be billed accordingly for each use. Children must be signed up to attend. Sunscreen will be applied every hour that we are at the pool. Please note that children in the past have refused to have lotion re-applied. We cannot force your child to have lotion applied. Please talk to your child if you think this will be a concern. Spending money for concessions is optional, and is your child's responsibility.

Children going swimming are required to bring:

- a dry towel
- swimming suit
- Failure to bring required items will result in the child not being able to attend, but the parent/guardian will still be billed.

### **Kids Junction Preschool Childcare**

Preschool Care is morning preschool with full-day childcare. This program is for children who are 33 months through age 5. Children need to be fully potty trained. This program offers varied experiences in socialization and play in a warm, colorful environment, allowing your child to grow and develop at a pace that is just right for them.

**Location:** Sunnyside Elementary (enter door #8)

**Hours:** 6 AM-6 PM

## **Drop-Off and Pick-Up Procedures**

**Sign-In/Out Procedures:** Children must be signed in and out daily by their parent/guardian, using the touch screen computer. It is imperative that you sign in and out on the computer to ensure that you are billed the correct rate. **On summer/non-school days, failure to sign in/out on the touch screen will result in being charged a full-day rate.**

**Drop Off/Pick Up:** If you bring your child to the program and the group is away from their home base, the parent/guardian is responsible for escorting the child to the group location. If someone from your authorized list of people on your registration form is going to pick up your child, please call the site and let us know.

## Attendance Schedules and Attendance

**School Year and Summer Attendance:** Families are required to designate their child's schedule each month. Scheduling does not need to be the same every week. Kids Junction families will be charged "drop-in fees" for dates their children attend if an "Attendance Schedule" was not turned in and staff was not notified of attendance dates in advance.

**Scheduled Non-School Day Attendance:** Families are required to designate their child's schedule each month. On non-school days, only one site will be open. If you "Call In" for the day in question (only during the school year) you will be charged a half-day fee of \$30. If there is a "No Call No Show", you will be charged a full-day fee of \$32.

**Changes/Additions to Attendance Schedule:** Changes or removal of a day should be made on a "Change & Additions" form. These forms are available at each site. If a form is not filled out, parents will be charged their scheduled amount. Additions should also be made on a "Change & Additions" form. Days may be added with no additional charge with advance notice. Calling in or filling out a "Change & Additions" form to add childcare for the same day will be accepted, but will be billed at a drop-in rate.

**Communicate Absences:** Inform the site when your child will not be attending when they were originally scheduled to. Don't rely on the school office/child's teacher to relay information. Failure to communicate with Kids Junction will result in a "No Call No Show" and you will be charged regular rates for that day, along with a \$5 finders fee.

**No Call No Shows:** If your child is scheduled to attend but does not and staff has not been notified, regular rates apply, along with a \$5 finders fee.

**Absences:** An absence will be counted for days that families "call in" the day their child is scheduled to attend to notify Kids Junction that their child will not be attending (out sick, schedule change the day of). If families notify Kids Junction before the scheduled day, it will be considered a schedule change and not an absence. Each child is allowed 3 absences per school year (on scheduled school days) and 3 absences during the summer at no charge. After a student has used their allotted absences, they will be billed according to the regular daily fee.

**Afternoon Walk-in:** If a child is scheduled to attend and a parent/guardian arrives to pick their child up from Kids Junction as the child "walks in" to the program and staff are then informed the child will not be staying, regular rates apply.

**Drop-in Care:** Limited drop-in care will be available and will be charged at the drop-in rate. Drop-in rates will apply to families that have not turned in a monthly calendar, add a morning/afternoon the same day the child will be attending, and on days that are not indicated on the monthly calendar or expressed on a change/addition form.

**Withdrawal:** Parents planning to withdraw from the program are asked to give a two-week notice. This allows staff time to notify other families of the opening. Any fees for special events such as field trips or swimming are non-refundable.

## Personal Belonging/Clothing

We ask that children do not bring toys or personal belongings to Kids Junction unless staff has given permission. The child's name should appear on all personal items (lunch box, snow pants, swimsuit, etc.). Kids Junction is not responsible for lost or stolen items.

**Change of Clothes:** Children are welcome to keep an extra set of clothes on site in case of an accident.

**Outside Clothing:** Please make sure that your child dresses appropriately for the weather. We love to go outside in all types of weather. Make sure your child is prepared

## **Behavior Goals and Discipline Policies**

We expect children to respect each other, the staff, and the facility, just as the staff respects each child and parent. We believe in a positive method of guidance that emphasizes the rights and needs of others, related to acceptable standards of behavior and courtesy. This behavior policy is intended to maintain a positive environment where children and staff can feel safe, respected, and accepted. To promote success for your child in Kids Junction, please review policies with your child before he/she joins the program.

### **Desired behavior - general rules of behavior**

Children shall respect each other, staff, and facility, by walking in the room and hallways, keeping feet and bodies off the tables and counters, using positive remarks-no put-downs or name-calling, and keeping hands, feet, and toys to themselves.

### **Process for promoting success in all children**

Kids Junction views ***discipline*** as an opportunity to teach children social skills needed to function successfully in daily life. Our staff encourages appropriate behavior through clear guidelines, consistent consequences, and positive staff interaction. When working with children, our staff remains proactive, guiding children in making appropriate choices and redirecting them as needed.

### **Parents as partners**

To be more effective in working with children, Kids Junction staff team up with parents to work on issues together. Ongoing communication between home, school, and Kids Junction promotes success for children. When staff understand children's needs, they can respond appropriately to those needs.

### **Discipline Notices and Plans for Success**

When a child demonstrates consistent inappropriate behavior or needs that go beyond program expectations, staff will make every effort to remedy the problem. If their efforts do not bring success, a behavior notice will be issued and signed by the staff and parent/guardian.

An **"Incident Notice"** is issued when behavior is:

1. Unwanted/offensive – intended to hurt others physically, emotionally, or intended to damage property.
2. Repeated – intervention does not work, or
3. Disrupts the site – impacting the well-being of other children and/or staff.

**First Notice** – Notification to alert parents about behavior issues at Kids Junction.

**Second Notice** – One-day suspension

**Third Notice** – Five-day suspension from Kids Junction and a meeting with staff to discuss the plan moving forward.

**Fourth Notice** – Child care services are discontinued.

### **Immediate Suspension**

For the safety and benefit of all children in the program, Kids Junction reserves the right to immediately suspend any child who:

- Causes or attempts to cause physical injury to self or others
- Causes or attempts to destroy property, or
- Leaves the designated Kids Junction area with the intent to run away or hide from staff.

### **Unable to Continue Services**

Kids Junction strives to meet the needs of all children enrolled; however, occasionally our program is not in the best interest of the child. Children are required to function in an active environment with several options. We are not able to care for a child who is unable or unwilling to follow Kids Junction guidelines. (i.e. wandering/running)

### **Children with Special Needs:**

If a child receives student support in the classroom, has an identified special need, or has a behavior plan developed, it is the parent's responsibility to identify their child's need on the registration forms. If your child has a special need, his/her potential start date will be determined by the program's ability to accommodate the needs of your child. An individual conference is necessary before enrollment is processed. If a special need is identified after registration forms are submitted, a "Changes or Additions to Registration" form must be completed immediately. Failure to identify your child's special needs may result in temporary removal from the program while we assess and put in place appropriate accommodations. Children whose limitations create a safety issue of unreasonable risk, and harm to themselves, others, or property may not be accommodated. Kids Junction is not able to provide long-term 1:1 assistance for students.

## Illness and Medication Policy

**Sick Child:** Children who are ill are asked not to attend. If your child becomes ill at Kids Junction you will be notified and your child will be made as comfortable as possible until she/he can be picked up. Children may not attend our program if they have any of the following:

1. A fever greater than 100°F
2. Vomiting or diarrhea within the last 24 hours
3. Any other condition that could be transmitted to other children such as impetigo, strep throat, conjunctivitis (pink eye), ring worm, etc. Children may return 24 hours after treatment.
4. Chicken px or shingles-child may return after all blisters have dried into scabs

**Medications:** For Kids Junction staff to administer medication to a child, the following is needed:

1. For all medications, complete the "Authorization for Giving Medication in Schools" form (available at sites or on the Red Wing School District website). For prescription medication, this form must have the physician's signature.
2. Personal prescriptions must be filled by a pharmacist, with a physician's label bearing the child's name and directions for administration. Kids Junction staff does not have access to medication left by the school nurse.
3. Over-the-counter medications (Tylenol, Advil, Ibuprofen, cough drops, etc.) must be in the original container labeled for that medication, and be administered according to the manufacturer's instructions by a licensed health professional to use a product differently. Over-the-counter medications taken for longer than 2 weeks require a physician's signature.
4. A parent/guardian must give medication to staff. **DO NOT** send medication to Kids Junction with your child. Parents are responsible for notifying staff of any allergies or special medications their child may have.

## Right to Refuse Service

Kids Junction reserves the right to refuse service to a child if it is determined that the program cannot meet the needs of the child. If the program determines a child should be dismissed, the parents will be given adequate notice so other childcare arrangements can be made.

Reasons for termination from the program may include, but are not limited to:

- Abusive language and/or threatening behavior toward staff or other children by child or parent.
- Parent(s) arrive for pick-up after 6 PM more than three times during the year.
- Failure to pay for services, or to contact program coordinator to develop a workable plan for payment within 14 days of receiving a billing statement. Notice of discontinuation of childcare services due to non-payment may be put into effect immediately and without warning. Billing statements and/or past-due letters sent would serve as adequate notice.
- It is decided that the program can no longer meet the needs of the child.
- Blatant disregard of childcare policies and procedures.

Parents are encouraged to express dissatisfaction in writing, directly to the childcare director if they are uncomfortable talking directly with the staff person involved or the lead teacher. It is not ethical to involve other staff or parents in an individual concern, and it is not ethical to have that concern affect staff relationships. It is also not ethical to involve outside agencies before going to the director with concerns.

## Toilet Training

Children enrolled in Kids Junction should be able to attend to their hygiene. Children attending are required to be toilet trained and able to use the school's bathroom independently before they begin childcare at the center. If your child has an excessive amount of accidents, the staff will communicate with the parents to see if they can come up with a plan for the child to succeed in toileting issues. If the child continues to have accidents regularly, the child will be suspended until they are fully potty-trained. We will hold their spot for the remainder of the year (school/summer). An extra change of clothing should always be packed in the child's backpack in case of an accident.



## Fees, Billing, and Payments

### **Before School Program\***

Before School Daily: \$8  
Drop-in Before School: \$13

### **Late Start (per child)**

Late Start: \$12

### **After School Program\***

2:05 – 4:30 PM: \$10  
2:05-6 PM: \$12  
Drop in 2:05-4:30 PM: \$15  
Drop in 2:50-6 PM: \$17

### **Early Release (per child)**

Early Release: \$20  
Drop in Early Release: \$25  
Weather Related Early Release: \$20

### **Non-School Day and Summer Program\***

6+ hours: \$32/day  
4-6 hours: \$30/day  
Under 4 hours: \$7.50/hour

### **Non-School Day and Summer Program Drop-in Rates (per child)**

6+ hours: \$48  
4-6 hours: \$45  
Hourly: \$12.50

### **Kids Junction Preschool Care (3-day minimum)**

3 days a week: \$135  
4 days a week: \$156  
5 days a week: \$175

*\*a 10% discount is applied to the 2<sup>nd</sup> child, and a 20% discount is applied to additional children. Discounts do not apply to drop-ins*

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**Weekly Billing:** Billing statements will be placed in your file weekly. This file is located by the touch screen sign-in. Payment is expected within one week unless other arrangements have been made with the coordinator.

**NSF Fees:** In the case of a returned check or an NSF on a card payment, there will be an added fee of \$20. If a check is returned we will no longer accept a personal check.

**Payment Options:** Kids Junction offers many payment options. For your convenience, you may choose one of the following methods of payment: Recurring payment from your checking, savings account, or credit card; or make a payment with a credit/debit card on-site at the touch screen. We also accept payment by check, money order, MasterCard, VISA, and Discover. For questions about payment options, call 651-385-4621.

**Late Payments:** Kids Junction is a self-supporting program and needs your prompt payment to meet expenses. A late fee of \$15 per week, per account will be assessed if a bill is not paid within one week of the billing date. Families must maintain accounts with a reliable payment history, as a delinquent account is grounds for suspension or termination from the program. Families receiving **three** late payment fees in one year, beginning with the summer program and concluding with the end of the school year program, will be required to prepay for services or set up a recurring payment from a checking or savings account or credit card.

**Late Pick-up Fees:** There will be an extra charge of \$1 per minute per child for children picked up after our closing time which is 6 PM at Kids Junction. After three late pickups, Kids Junction reserves the right to suspend or terminate childcare services.

**Finder's Fee:** We take our responsibility to care for your child very seriously. If the staff has to spend time finding your child when they are scheduled to attend after school and they do not arrive, a \$5 "Finder's Fee" in addition to regular rates will be added to your billing statement.

**Assistance Programs:** When fees are paid by an assisting agency, the parent/guardian will receive a statement in their file which is located by the sign-in/out sheets indicating the parent/guardian portion due. The parent/guardian is responsible for picking up their bill and paying any expenses not paid by the assisting agency. Payment is due upon receipt. If you owe nothing, no statement will be left.

## Late Pick-Up Policy

Kids Junction closes promptly at 6 PM according to the clock at the site. Staff will attempt to be understanding when emergencies arise that may cause parents to be late picking up a child, but it is expected that parents/guardians will call the correct site number, as soon as it is known that they will be arriving later than 6 PM. If no phone call has been received at the center, staff will attempt to contact the parents. If unsuccessful, persons listed as authorized emergency contacts will be phoned to come for the child. If no one has arrived to pick up the child by 6:30 PM, County Child Protection Services will be called to come and pick up the child.

**Late Pick-up Fees:** There will be an extra charge of \$1 per minute per child for children picked up after our closing time which is 6 PM at Kids Junction. After three late pickups, Kids Junction reserves the right to suspend or terminate childcare services.

## Inclement Weather Policy

Kids Junction will make every effort to remain open when Red Wing Schools close due to the weather. Listen to KCUE (1250 AM), and KWING (FM 106) for official announcements regarding school closings. Kids Junction will also announce either closers on their Facebook/Instagram social media page. If school staff and teachers are told not to report, Kids Junction **may be** closed for the entire day due to parking lots and roads not being plowed.

**School starting late:** All sites will be open at 6 AM providing staff can make it to the buildings. You may call the site to see if staff has arrived or watch the Facebook/Instagram pages for updates. **Send your child with a bag lunch** (no pop allowed) in case a late start turns into a closing.

**If a late school start turns into a closing:** Kids Junction plans to be open until 6 PM. Weather conditions will be evaluated to determine if our program will remain open until 6 PM. *\*Please see the note below*

**School dismissed early:** All sites will be open. Weather conditions will be evaluated to determine if sites will remain open until 6 PM. *\*Please see the note below*

**School closed:** If school staff and teachers are told not to report, Kids Junction will still try to be open for the entire day. If staff and teachers do report, Kids Junction will be open at one location only at 6 AM, provided the staff can make it to the building. You may call the site to see if staff has arrived. All children will need to be dropped off by an approved drop-off person. Please remember to bring all the items you would for a non-school day. For example; outside gear, water bottles, etc. Children who have not brought a lunch will be provided with on with a **\$5 fee added to your weekly bill**. Weather conditions will be evaluated to determine if Kids Junction will remain open until 6 PM *\*please see the note below*

**Weather-Related Late Start or Non-School Day Attendance:** Families will not be charged a “No Call No Show” for days that school is delayed or closed due to weather. If your child is not scheduled but needs care, please call the site and let them know that your child will be attending (regular rates apply).

*\* If Kids Junction closes early, parents will be notified to pick their children up within one hour or make arrangements for pick up.*