



Parent Handbook 2025-26

Buffalo-Hanover-Montrose
Community Education
301 NE. 2nd Ave., Buffalo, MN 55313

WELCOME

Thank you for choosing KidKare. This parent handbook is designed to inform you of our program. Please read through it with your child(ren) and use it as a reference for any questions or concerns regarding our program.

KidKare staff strives to provide a quality school-age and preschool care program. Our aim is to have a program that compliments both the home and the school experiences of each child. In order to achieve this, we have adopted the following goals:

- To provide a secure setting staffed with caring, creative, enthusiastic, and committed childcare professionals.
- To encourage the development of respect for self and others, responsibility, and feelings of capability in each child.
- To endeavor to meet the social, emotional, psychological, cognitive, and physical needs of each individual child.
- To create an environment that is enjoyable, stimulating, and orderly.
- To provide opportunities for each child to experience success and develop a sense of self-worth.
- To offer children a variety of experiences and activities with the chance to discover and pursue new hobbies and interests, and make new friends.

SITE CONTACT INFORMATION

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PROGRAMS

KidKare KinderKids (Age 3-5)

Our KinderKids program features theme-based activities that support social-emotional development, academic readiness, art, science, and learning through play. We offer several care options, including morning-only, afternoon-only, full-day, and wrap-around care for children enrolled in Bison Preschool. (see page ? for more information on Bison Preschool)

School-Age (Grade K-6)

Our school-age program offers care before school, after school, and on early release days, with flexible scheduling options to meet your family's needs. Children can choose from a wide variety of activities including arts and crafts, science experiments, outdoor play, gym games, and more. Our program provides a structured, supportive environment where children can explore, create, and build friendships.

Non-School Days

KidKare is open most non-school weekdays and provides full-day care for enrolled children. Our dedicated staff plan engaging activities to keep kids entertained, learning, and active throughout the day. These special days may also include field trips, special events, or unique projects to enhance the experience. Whether it's a teacher workshop day or holiday break, KidKare is here to support your family's care needs.

Summer

KidKare offers a full-day summer program filled with engaging, hands-on experiences. We plan weekly themes that include a variety of fun and educational activities to keep kids learning, exploring, and active throughout the day. The summer schedule also includes field trips, special events and creative projects designed to make each week memorable. It's a safe, enriching environment where summer fun meets learning and friendships grow.

KIDKARE STAFF

KidKare staff are carefully screened and chosen for their enjoyment of children, enthusiasm, creativity and sense of responsibility. The safety and well-being of your child is our number one concern. All Site Lead Supervisors and Supervisors are required to participate in ongoing training and in-service, in addition to keeping current in CPR and First Aid. All Assistants are 15 years and older. As child care professionals, all staff are mandated child abuse and neglect reporters,

and will report any and all suspected physical, emotional, or sexual abuse or neglect to the proper authorities.

CALENDAR

KidKare is open all school days and most non-school days. The major holidays that we are closed are: Labor Day, Thanksgiving day, Friday after Thanksgiving, Christmas Eve, Christmas Day, **New Year's Eve Day**, New Year's Day, Martin Luther King Jr. Day, President's Day, and Memorial Day.

KidKare is open on days that school is closed due to inclement weather. If school starts late or closes early, KidKare will be open 6a – 6p, we ask parents to use their best judgment as to picking children up as early as possible during inclement weather. Our staff need to travel home safely as soon as possible.

SUMMER KidKare will start the Wednesday following the last day of school. We will be closed Juneteenth, July 4th and the week before school starts in the fall.

Please note that KidKare may be closed on additional days for staff training or depending on the year and holiday schedules.

GENERAL INFORMATION

Enrollment

In order for your child to attend KidKare, the following requirements must be met:

- The child must be between the ages of 3 and 12.
- The child must be fully and independently potty trained (please refer to the bathrooming section).
- Online registration must be submitted and accepted.
- The registration fee must be paid, and the account balance must be up to date.

Special Services

KidKare welcomes children of all abilities. Please notify KidKare if your child has a health condition, special needs or medical condition that impacts the child's health, well-being or involvement in daily activity. Contact your child's case manager to sign a "release of information" authorization form for KidKare so we can communicate with them to get a better understanding of your child's needs. A meeting may be necessary to review your child's needs.

Bathrooming

All children must be potty trained and able to independently use the bathroom.

A potty trained child is a child who can do the following:

- Be able to tell an adult they have to go potty BEFORE they have to go.
- Be able to pull down their underwear and pants and get them back up without assistance.
- Be able to wipe themselves after using the toilet.
- Be able to get on and off the potty by themselves.
- Be able to wash and dry their own hands.
- Be able to postpone going if they must wait for someone who is in the bathroom or if we are outside and away from the bathroom.

Daily Drop off/Sign-in and Pick up/Sign-out

For the safety of all children, we require a parent or designated person to escort each child in and out of our program area. We also require each child to be signed in and/or out. This is done in the sign-in area via the Ipad at each site. Make sure a site staff person is aware of you picking up your child – either by verbally acknowledging or making eye contact with. Additional charges may be applied to your account if your child is not signed out properly. Anyone designated to pick up your child must be 13 years or older and be on our Pick-up list for your child. You can add people to your child's account as pick-ups at any time. No child will be allowed to sign themselves in or out. Abuse of this policy will result in dismissal from the program.

Pick-Up Authorization

Children will be released only to their parent(s) or persons authorized by the parents. If a child is to be released to anyone other than an authorized person, a note or phone call from the parent must be received prior to pickup time. An authorized person must be at least 13 years of age or older and will be required to show identification.

If there is a biological parent who may NOT pick up the child, we need to have a copy of the official court order. Without a court order, we must release the child to the biological parent.

Absences

Families are responsible to call and inform KidKare staff any time their child will not be attending on a scheduled day. You are still obligated to pay tuition for the day. There is no switching day during the week.

Parent-Staff Communication

KidKare staff are available to discuss a child's day or needs at any time via phone or email. Our staff utilize the SeeSaw app for another form of communication for our Preschool KinderKids. When a behavior occurs a parent will receive a behavior report about the incident and how it was handled. **Emails, text messages and/or signs posted will inform families about upcoming non-school days and important reminders.**

Parent Visits

We have an open-door policy at all times for parents to visit our program and/or their child. If a parent wishes to attend a field trip, we must know at least 2 weeks in advance to obtain bussing and tickets. The parent will pay the same field trip amount as the child. Payment is due prior to the field trip. Parents must have a volunteer background check on file with the district.

Daily Schedules

Daily schedules are determined by the site staff and may vary somewhat depending on the weather, the number of children in attendance, and the weekly theme. Every day will include free play time, outside play (weather permitting), quiet time, individual and group reading activities, and organized activities such as games, crafts and art.

Field Trips

Occasionally, KidKare will take children on field trips as part of our program activities. Participation in any field trip requires a signed parent/guardian permission form in advance. Without a completed permission form, your child will not be allowed to attend the field trip, and you will be responsible for arranging alternate care for that day.

Please note: During *all-ages* field trips, all staff will be off-site, and there will be no onsite care available during field trip hours. If you choose to opt your child out of a trip, alternate care must be arranged independently for the duration of the trip.

Children must arrive at KidKare well before the scheduled departure time, as the bus will not wait for late arrivals. All children will be transported by Vision Transportation, the school district's contracted bus company.

In the event of an accident or injury during a field trip, KidKare staff will make every effort to contact parents or guardians using the phone numbers provided. If necessary, a physician or emergency medical provider will be contacted. Parents/guardians are responsible for any medical costs incurred.

Field trips are considered a privilege. KidKare staff reserve the right to revoke field trip privileges if a child's behavior presents a safety concern. In certain cases, a parent/guardian may be required to accompany their child as a chaperone to ensure a successful and safe experience.

Any additional field trip fees will be added to your regular weekly invoice.

Dress

Children must be prepared to go outdoors every day. Unless the weather prohibits, we will be outside throughout the day.

Please label and send the following items with your child daily:

- Weather appropriate clothing
- Tennis Shoes
- Extra set of clothes (Even the older kids!)

Toys

We encourage families to keep personal toys at home. Toys brought from home will be the responsibility of the child and parent. KidKare will not be responsible for the loss or damage to these items.

Electronics

Children are not allowed to have cell phones, smart watches, cameras, headphones/earbuds, etc. while attending KidKare. Certain days may be designated as "Electronic Day" when electronics will be allowed. Whatever device is brought to KidKare, the child is responsible for it. KidKare does not accept responsibility for lost or broken devices. We reserve the right to confiscate cell phones, Ipads, or any other electronic device if they are mis-used. The device will be returned to the parent.

Lunch/Snack

KidKare will provide a daily afternoon snack. A light breakfast is offered on non-school days and during the summer. On all non-school days, your child will need to bring lunch from home. For preschool KinderKids, breakfast and lunch are available for purchase through the district's food services on school days.

Bug Repellent and Sunscreen

Before going outside in sunny weather, children will be encouraged and given adequate opportunity to apply both sunscreen and bug repellent. Staff will be available to assist. Because of the great variety of products and different sensitivities to them, we ask that you provide and frequently replenish your child's supply. These products must be in their original container, and include

any special instructions for application. Please label the containers clearly with your child's name.

Release of Student Data Opt Out form on page 18.

KIDKARE KINDERKIDS

KinderKids is offered at Parkside, Northwinds, Tatanka, Hanover and Montrose for all pre-school children, ages 3 – 5. The hours are 6 am – 6 pm. KinderKids follows a preschool SEL curriculum and offers a wide variety of activities and explorations for children.

Items your child will need daily:

KinderKids children should have an extra set of clothes, tennis shoes, a water bottle with their name on it, and sunscreen, when needed, with them each day.

Children may also bring a blanket, pillow and/or stuffed animal to rest with.

All Kinderkids will rest at least 30 min. Children who do not sleep will be allowed to play quietly in the room with teacher-directed activities after resting.

Resting/napping will not exceed 2 hours.

Please make sure your child's items are an appropriate size and fit in their cubby or on their hook.

Breakfast and Lunch:

All KinderKids Preschoolers will have breakfast and lunch **provided at cost during** regular school days. Your family's information will be added into the district online payment system, Campus Portal, <https://campus.bhmschools.org/campus/portal/buffalo.jsp>. If your family does not have a Campus Portal account the district will send you an email with your GUID #/Activation Key to create one. A PIN number is assigned to them and it is the parent's responsibility to have money available for their child to eat breakfast/lunch on regular scheduled school days. Your child will not be required to know their pin number.

ILLNESS/MEDICATION/INJURY

Symptoms

KidKare adheres to the Buffalo-Hanover-Montrose school policies regarding illnesses. Here are some guidelines to help you determine if your child should stay home:

- Temperature of 100.4 degrees or higher-- Students should not return to school until fever free (without medications) for 24 hours.

- Vomiting or diarrhea-- Students should stay home until 24 hours after the last episode.
- Chicken pox-- Students should not return until pox are dry and crusted. Please inform the health assistant if your child has chicken pox.
- COVID-19-- It is recommended that students stay home for 5 days from the start of symptoms. If a student must be absent because of a fever or other symptoms, it is required that the student be fever-free for 24 hours without fever-reducing medication and have improved symptoms before returning to school.
- Head lice-- Students can return when lice are adequately treated and no live lice are present.
- Impetigo-- Students can return 24 hours after prescription treatment has started. Please inform the health assistant if your child has Impetigo.
- Pink eye (conjunctivitis)-- No exclusion unless the student has a fever or is not healthy enough to participate in routine activities. Students with significant discharge from their eyes may be sent home for further evaluation.
- Skin rash-- Students should be excluded until the rash has been diagnosed as non-contagious or 24 hours after treatment has begun.
- Strep throat-- Students can return to school after 12 hours of antibiotic treatment.

If your child experiences any of these symptoms, keep them home for their own safety and comfort, and to prevent the spread of illness/symptoms. Please also contact us to inform us of symptoms so we can alert other parents that their child may have been exposed. If your child is given medication for their symptoms, they must have taken the medication for at least 24 hours before returning to KidKare. Any abuse of this policy is grounds for immediate dismissal from the program.

If your child should experience any of the above symptoms while at KidKare, the site staff will have the child rest in a quiet area away from the other children, and contact you to come and get him/her as soon as possible. If you cannot arrive within one hour, you must make arrangements for someone else to come and get your child, or your emergency contact will be called to take your child. Additional charges may apply if we are required to care for a sick child longer than one hour.

***Please note:** Because head lice is terribly contagious and extremely difficult to irradiate, we reserve the right to check each child's head upon arrival, and refuse to care for any child who shows any evidence of lice infestation.

Medications

Prescription medications can only be administered if the medication is in its original prescription bottle. (Your pharmacy will give you an additional bottle if you request one.) A Medication Permission Form must be filled out and signed by the parent or guardian in order for a staff member to administer the medication. Over-the-counter medications can only be administered after a Medication permission Form has been filled out and signed. Children are not allowed to administer their medication by themselves without KidKare staff present.

Accidents

If a child has a minor injury while at KidKare, the staff attending to the child will treat the injury and inform the parents. If a serious accident occurs which may need medical attention, the staff will contact the parent immediately in order for the child to receive the necessary medical or dental treatment.

In the case of an emergency, where immediate medical attention is needed, the staff will call "911" first and immediately thereafter notify the child's parent. After "911" has been called, it is up to the paramedics to decide on the appropriate action. If they should determine that the child needs emergency treatment, they will take the child to the nearest medical facility. The parents will be responsible for all medical expenses.

FINANCIAL INFORMATION

Program Rates

Pick your Day contract	1 st Child	Additional Child
Full day -including non-school days	\$39.50	\$37.50
Morning only (6:00am – 12:30pm)	\$27.50	\$25.50
Afternoon only (12:00pm – 6:00pm)	\$27.50	\$25.50
Before school (6:00 – 7:30 am)	\$7.75	\$7.25
After school (2:25 - 6:00 pm)	\$14.50	\$13.50
Wrap around (for KinderKids in a preschool program outside of KidKare)	\$31.50	\$29.50
Early Release	\$27.50	\$25.50
\$5 additional charge for any child dropped-in on a non-scheduled day		

Weekly invoices will be run Monday morning, with auto payments processed on Friday of the same week.

Weekly registration/payment policy

Care will be discontinued for families whose balance remains unpaid after two weeks time.

Drop-in care will only be provided if staff/student ratio allows room for your child. We cannot guarantee a spot for any drop-in care.

During the week of care, days may be added to the week but not subtracted from. (No reimbursement for canceled days.)

Late Pick-up Fee

KidKare staff enjoy their job, but they do have other responsibilities and families who like to see them. Therefore, our sites close promptly at 6:00 PM. If you realize you will be late, please make other arrangements for your child to be picked up by 6:00 PM, and notify the site immediately. A late charge of \$5.00 per child for the first 10 minute block or portion thereof incurs at 6:01 PM. After the first 10 minutes, the charge will increase to \$1.00 per minute. There will be no exceptions. A child may be dismissed from the program if late pick up becomes an issue.

Steps to access your KidKare account online

- Log on to <http://bhmschools.ce.eleyo.com>
- Click on the “My Account” button on the left-hand side of the page. This will bring up the log-on page. Your account has already been established. **DO NOT** login as a “new user”. (This would create a duplicate account.)

Please enter your primary (home) phone number, beginning with the area code.
Do not use spaces or dashes.

Then enter your password. If you do not know your password, select forgot password and follow the steps.

- On the “My Account” page, you are welcome to verify and update your directory information. This is very helpful to us, to make sure we have accurate parent contact information.
- If you have multiple family members with a Community Ed. account, a drop down box will appear at the top of the page. You can then select the family member whose information you want to view. Please note that the system will automatically assign each family member different passwords, but then once you are in a family account; you can access all family records via the phone number and any of the passwords. You may also

change the passwords to be the same for all family members if you choose.

- After selecting the appropriate family member from the drop down box, click on “*Schedule*” on the upper right hand side of the page. This will bring up your registration history since September 2008. (In order to see your account history from previous years, you will need to select the year using the drop down box at the top of the page.)
- Click on the *Magnifying Glass* button in the “Actions” column to the right hand side of the registration listing. This will bring up a summary screen which will show the following:
 - o Top portion: Registration Details information for the class, such as the class date, class hours, and class days.
 - o The next portion is the Transaction History detail where you will find the payment history.
 - o Above the current balance, you will see your \$25.00 registration fee along with any payments you have made, including information such as your check number.
 - o Below the current balance, you will see projected payments for future weeks attendance. o *To make a payment:* simply click on the shopping cart icon to the right hand side of the payment line.
 - o This will take you to the Shopping Cart Contents page where you will check out.
 - o Click on the check out button and it will take you to the Payment Information Page. Type in your credit/bank card number and expiration date of the card, along with the cardholder information, then click on the submit button. Your payment will be processed on your credit card at this time.

When adding/removing attendance for your child(ren) we ask that it be done the Friday before week of care. To do this, follow the steps below:

1. Sign into your account at <http://bhmschools.ce.eleyo.com>
2. View your dashboard
3. Under "your accounts" click on your child's KidKare account
4. click on your child's school year KidKare contract.
5. Under "contract management", click on "change schedule"
6. Click on the calendar days you would like to add/remove
7. Then click on "submit contract schedule changes"

Non-school days: Non-school day registration will remain open until 2 weeks prior to the non-school date range. You will find that option listed under “Contract

Management". Registration deadline reminders will be emailed to you and posted at your site. We cannot guarantee care for late registration.

BEHAVIOR POLICIES AND PROCEDURES

At KidKare, we believe that all children deserve a safe, welcoming, and supportive environment where they can learn and grow. To ensure this, we have set up the following guidelines for staff and children.

- Everyone will be treated with respect - for self and others.
- Everyone will be accepted with his or her individual differences and uniqueness.
- Everyone will take responsibility for their own behaviors, and accept the consequences of their behaviors.
- Everyone will respect KidKare property, community property, and equipment.

Every effort will be made to prevent challenging behaviors by constantly monitoring the environment, how children interact, the activities, and the staffing. However, any time there are conflicts that arise, KidKare staff will attempt to minimize conflict by employing the following support strategies:

- **Modeling:** Staff and peers will encourage each other to make appropriate behavior choices.
- **Proximity:** standing or sitting close to the child to make your presence known without verbal interaction.
- **Redirection:** getting students involved in more successful or more appropriate activity.
- **Offer choices:** give two acceptable options that allow the child to be successful.
- **Opportunities for leadership:** ex. Line leader, in charge of the ball bucket, holding the clipboard, counting kids, cleaning, sorting, etc.
- **Change in environment/Break from activity:** go for a walk, move to a different activity, go to a different group/room
- **Give time:** walk away - observe from a distance, give the child time to process.
- **Loss of Privilege:** Lose privilege to use equipment or be in a space if it is a logical consequence.
- **Problem solving conversation:** work with a child to create solutions, guide the child through the problem solving steps.

- **Lead Supervisor or KidKareCoordinator contacted for support:** occurs when needing to seek additional strategies and support.
- **Parent contact:** reaching out to the parent in the moment to assist directly with regulating behavior. This may involve staff seeking additional strategies or having the child speak with the parent.

Physical contact by staff to student will not be used unless restraint is necessary to prevent a child from hurting themselves or another person.

**KidKare has 3 expectations for all children to follow:
Be Responsible, Be Kind and Be Safe**

These expectations apply during all activities, including indoor and outdoor play, transitions, field trips and group time.

Incidental Behaviors are minor and developmentally typical. These may be addressed in the moment using proactive strategies and are not documented unless they become persistent.

Minor Behaviors are disruptive to others and/or the classroom. Parents will be notified with a behavior report sent home.

Major Behaviors involve safety concerns that significantly violate the rights of others and puts self/other at risk/harm. These require immediate staff and family intervention. Parents will be contacted by phone and receive a formal report. Major behaviors can lead to **Temporary Breaks** in program attendance in duration of 1-10 program days.

- Site Supervisors can issue **Temporary Breaks** in program attendance of up to 3 program days.
- Program Coordinator can issue **Temporary Breaks** in program attendance of up to 10 program days.
- All Major Behavior incidents are logged and reviewed by Site Supervisors and Program Coordinator to track behavior trends and follow up as needed.

Persistent Behaviors involve repeated major behaviors. These behaviors consistently violate our behavior guidelines and can lead to **Extended Breaks** (Greater than 10 program days) and/or permanent dismissal from the program.

- Program Coordinator and Director of Community Education can issue **Extended Breaks** and permanent **Dismissal** from the program.

A child may be removed from the program at any time immediately after any severe behavior incident occurs. Parents will be informed immediately of this decision.

Dismissal From the Program

Our program is a high energy and active environment with many children enrolled, which may not suit all children. KidKare reserves the right to discontinue participation of any child whose actions create a safety issue, harm to themselves, others or property.

PARENT CODE OF CONDUCT

To create a safe, respectful, and nurturing environment for all children in our care, we ask that all parents and guardians adhere to the following Code of Conduct:

Respectful Communication

- Speak to all staff, children, and other families with respect and courtesy at all times.
- Avoid using harsh language, raised voices, or confrontational behavior.
- Address concerns or questions directly with staff in a calm and respectful manner, preferably in private.

Adherence to Policies and Procedures

- Read and follow all policies outlined in the Parent Handbook.
- Comply with sign-in/sign-out procedures, illness policies, and all safety and security measures.
- Keep staff informed of any changes to your child's needs, health, or schedule.

Teamwork with Staff

- Recognize that staff are trained professionals working in the best interest of your child.
- Support the classroom routines, behavior expectations, and developmental goals set by staff.
- Maintain open, honest communication and collaborate with staff to ensure your child's success.

Respect Staff Authority in Problem Solving

- Trust staff to manage conflicts or behavioral concerns among children.
- Do not attempt to discipline, correct, or speak to other children about behavior—bring any concerns to staff immediately.
- Allow staff to investigate and resolve incidents according to program policies.

Child and Family Privacy

- Refrain from discussing other children, parents, or family situations with staff or other families.
- Maintain confidentiality and respect the privacy of all children and families enrolled in the program.

Positive Participation

- Engage in program activities and events in a way that fosters community and inclusion.
- Provide constructive feedback through appropriate channels such as meetings or surveys.

By enrolling your child in our program, you agree to uphold this Code of Conduct and to contribute to a positive, respectful environment for all.

***KidKare adheres to all BHM School district policies. ***

Thank you for choosing KidKare!

Like us on Facebook: *BHM Schools KidKare*

Visit our website: www.bhmschools.org/kidkare

2024-25 Release of Student Data for Buffalo-Hanover-Montrose Schools

According to the Minnesota Data Practices Act and the federal Family Educational Right and Privacy Act (FERPA), student directory information is public unless a parent requests that the information not be released. Parents who **do not want their child's data released for the year must use this form to notify their child's school, before the start of the school year.** If you have questions, you may contact the school your child attends.

1. Student Directory Information

Parents may choose to opt out of the release of student directory information. The primary purpose of directory information is to allow BHM to include this type of information in certain school publications. Examples include, but are not limited to:

- Playbills showing your student's role in a drama production
- Yearbook and other photos
- Honor roll or other recognition lists
- Graduation programs
- Sports/activity programs
- District-sponsored social media and local newspapers

Student Directory Information Includes

- Name
- Date and place of birth
- Major field of study
- Grade level completed
- Weight and height of members of athletic teams
- Dates of attendance
- Degrees and awards received
- Most recent previous education agency or institution added
- Enrollment Status (i.e. Full-Time or Part-Time)
- Participation in officially recognized activities and sports

2. Military/Post Secondary Educational Institution Recruitment (Grades 9-12 ONLY). Each year the military and post secondary institution asks high schools to provide name addresses, phone numbers and emails of students in grades 9-12 for recruitment purposes. They provide information to students about education and career opportunities.

Release of Student Data Opt Out for the 2024-25 School Year

A parent/guardian must complete and return this form ONLY if they choose to Opt Out of any of the categories outlined above. This form must be completed for each child you wish to opt out of any section and returned to the school he/she will attend for that school year. If you need additional forms, you can make a copy or contact your child's school. It is understood that if the form is not completed, you are accepting the district's policy of the dissemination of student information.

Students Name (Please Print Clearly): _____

School Attending: _____ Grade: _____

____ I choose to opt out of **ALL** Student Directory Information.

____ I choose to opt out of Military Recruitment/Post Secondary Educational Institution Recruitment (**Applies Grades 9-12 ONLY**).

Parent/Guardian Name (Please Print): _____

Parent/Guardian Signature: _____ Date: _____

If you choose to Opt Out, please return this form to your child's school of attendance for the 2024-25 school year.