



Council Bluffs Schools Foundation
KIDS & COMPANY

Kids and Company/ Council Bluffs Schools Foundation
300 West Broadway
Suite 212
Council Bluffs, IA 51503
712-322-8800

Kids and Company email: kids@cbsf.org
Kids and Company website: <https://www.cbsf.org>

Welcome to Kids and Company/Council Bluffs Schools Foundation!

Thank you for choosing Kids & Company as your childcare provider for your school-age children. Kids & Company is open to children ages 4 through 12 who attend a Council Bluffs Community School District elementary school. Your children will be in a caring, stimulating environment where they can develop social and decision-making skills through a variety of activities.

Mission Statement:

We work together to help children learn and grow by providing quality child care in a safe and fun environment that values strong relationships.

Bloomer Elementary
210 S 7th Street
712-328-6519 ext 2

Hoover Elementary
1205 N Broadway
712-256-6219

College View Elementary
1225 College Road
712-396-2531

Lewis & Clark Elementary
1603 Grand Avenue
712-396-2573

Early Learning Center
620 N. 8th Street
712-256-0390 ext 31052

Longfellow Elementary
2011 S 10th Street
712-328-6522

Edison Elementary
2218 3rd Avenue
712-256-8494

Roosevelt Elementary
517 N 17th Street
712-256-3124

Franklin Elementary
3130 Avenue C
712-396-2452

Rue Elementary
3325 6th Avenue
712-328-6540

Orientation

Potential families for Kids & Company can get a free tour of the program during program hours. Please call the office 712-322-8800 to schedule a tour. The orientation will cover curriculum, policies/procedures, costs, the family handbook, a tour of the facility, enrollment criteria and an introduction to staff who will be working with the children. Staff will aid families with an understanding of information by providing reading, translation, etc. as needed.

Enrollment Qualifications

All children enrolled in the Kids & Company program must meet the following criteria:

- Must be currently enrolled in the Council Bluffs Community School District,
- Must be between the ages of 4 and 12 when enrolled,
- Must be able to attend without a diaper or pull-up,
- Must be able to move to and from the toilet without assistance,
- Must not require additional one-on-one services/supervision or services that change our ratio,
- Abides by the safety criteria of the program to help ensure all child and staff are safe.

Kids and Company does not discriminate in our admission policies based on race, sex, religion, place of national origin, or physical or mental abilities.

To ensure a successful placement with Kids and Company, it is mandatory that parents list on the registration form as the time of registration if their child has any special needs or has a need for an accommodation.

If a child is identified by the parents as having special needs, if the child needs special accommodation, or if a staff member recognizes that a child may have such needs, Kids and Company will conduct an individualized assessment of the child to determine if the child may be integrated successfully into the childcare program. An individualized assessment may take place whenever a child exhibits behavior or special needs that may require individualized accommodation. Kids and Co staff will talk to parents and any other professionals who work with the child in other contexts to complete the assessment. The assessment will include a review of accommodations needed to ensure a successful experience at Kids and Company.

Kids and Company will make reasonable efforts to integrate children with special needs or behavior needs into the program; however, children will be excluded if their presence could pose a direct threat to the health or safety of the child or to other, or require a fundamental alteration of the program, which is a large-group child care program with a staff to child ratio of 1:15. Kids and Company cannot provide services if additional staff are required or if a child requires one-one-one supervision

Registration

Full and part-time openings are determined based on the number of children permitted by the program's license and staff availability.

Kids & Company requires all families to create an online account and submit registration forms for each child through our online parent portal, Brightwheel.

For foster children, all enrollment forms must be signed by the DHS worker or the child's parent. Registration should be submitted with a non-refundable registration fee (see current registration form for fees). There is a separate registration fee for the summer program.

Payment of Child Care Fees

Childcare fees, grants, and contributions support the programs salaries, supplies, and administrative expenses. The Council Bluffs Public School District provides the space, utilities, and custodial services as an in-kind donation to the Program. Childcare fees are as follows:

Fees and Payment

- A. The registration fee is non-refundable and is separate from childcare fees (see current registration form for fees). There is a separate registration fee for participation in the summer program.
- B. Childcare fees are based on the information provided on the enrollment or at the time of a change. Parents/Guardians are responsible to notify your Site Director or Kids & Company main office of any changes in attendance schedule by phone call, Brightwheel, and or by email. Arrangements may be made in advance to communicate any necessary absences and or sickness.
- C. Prior to enrollment, Parents/Guardians are required to provide a Notice of Enrollment from DHS to the office. If your registration is accepted without this notice, Parents/Guardians will be required to pay the full fee amount for services. Kids & Company does not contact DHS child care services to set up child care payments. It is the responsibility of the Parents/Guardians.
- D. Parents/Guardians are expected to respond to bi-weekly invoices with payment for services rendered. Bi-weekly invoices are provided to Parents/Guardians by Wednesday with the amount due for the prior week. Invoices can also be found online by logging in to your Brightwheel App and payments are automatically processed every other Friday. **Accepted payment methods include bank auto draft, debit card or credit via Brightwheel. Processing fees for ACH and credit card payments are paid by the parent and will reflect on your bill. NOTE: Once the payment has been made, it must be verified and approved which can take between 5 – 7 business days.** If any invoice is not paid, the account will be considered delinquent. Please contact our office if you are having trouble paying your bill. Parents should verify the accuracy of each invoice.
- E. Parents will be notified immediately by email via the online system if their payments methods are approved or rejected/declined, at which point action must be taken to access your online portal to make the payment yourself upon such notification of payment failure.
- F. Upon notification of payment failure, a \$20 fee will be accessed to your account. If you have your auto-pay set up with your bank account, any NSF notifications will be sent as soon as we are aware of the NSF and the fee will be assessed at that time and the full payment amount will be returned to your account. Three (3) or more payments that are declined or returned insufficient (NSF), or chronic delinquency in paying for services may lead to services being suspended or terminated as deemed by the program.
- G. Parents/Guardians shall have one week in which to pay the charge and tuition in full. Failure to make the payment in full by the end of the following week, childcare services may be suspended immediately, and your parent account will be locked. The office will notify you once the payment has been approved.
- H. If no payment has been received and your account is delinquent, your account can be closed. It will be at the Program Director's discretion as to when you may retain services again. Recurring closed accounts will result in the potential inability to use Kids & Company services.
- I. The program provides an itemized statement for tax purposes. You can obtain a statement by logging into your Brightwheel app and following these instructions; and clicking on the Statements tab. The tax ID number for the Council Bluffs Schools Foundation Kids & Company is 42-1374146.

Overtime Fees

The Program closes at 6:00 p.m. (5:30pm for Summer Program) Parents whose child remains after closing must pay overtime fees. A fee of \$10 for every 15 minutes, per child will be assessed. This fee is added towards your weekly bill. If no authorized person has appeared by 6:10 p.m., staff will begin attempting to contact the child's designated contact persons. If the child has not been picked up by 6:30 and no emergency contact has indicated they will pick up the child, the Council Bluffs Police Department will be called to report an abandoned child. Police will take custody of the child.

Waiting List

When the site is filled to capacity, the office will maintain a current list of children who are waiting to enroll in the Program. The Program requires a completed registration form accompanied by a non-refundable registration fee to maintain a child's eligible status for enrollment.

Attendance

The parents/guardians of the child will be responsible for keeping the staff informed of scheduled changes in attendance. Each Site Director has a cell phone, landlines, email, and Brightwheel for ease of family communication. If your child will not be attending the program because of a scheduled appointment, illness, vacation, or other planned absence, please notify your Site Director or Kids & Company main office of any changes in attendance schedule by phone call, Brightwheel, and or by email.

- A. Childcare can be terminated for frequent occurrences of failure to notify the Site Director of a child's absence as this causes unnecessary search for your child, which means staff are pulled away from the other children in the program.
- B. If the child does not arrive at the program as contracted, the Site Director will contact the school and the parents. If after notifying all of the above and the Site Director can't locate the child, the Director will contact the emergency contacts.
- C. Absences and Fee Payments: Unexcused absences - Parents are responsible for fee payment for any child who is scheduled to attend and does not attend on any scheduled day including days a child is suspended. In special cases, arrangements may be made with the Site Director in advance to credit necessary absences (i.e., vacations or extended illnesses or vacation of five days in the same week - Monday through Friday). Partial weeks will not be credited.

Sign – in/Sign – out

For the safety of the children, all arrival/departure times are recorded via Brightwheel with the pin that identifies the person dropping off or picking up. Children will arrive & leave the program according to the schedule written by parents on the registration.

A child will only be allowed to leave Kids & Company when accompanied by a parent/guardian or by a person listed in writing by a parent/guardian as authorized to pick up. Children will only be released to individuals on our authorization sheet or a prior written note that is signed and dated by the parent/guardian. Any time a staff member is unsure of a person's identity that is picking up a child, they are required to ask for a photo ID. A valid court order must be on file at Kids & Company to avert a non-custodial parent from taking a child.

Parents will be notified within the hour if there is no communication from the parent/guardian about the child's absence.

Site staff and/or children *may not* sign child in & out of the program.

Hours of Operation and School Closings

On regular school days, Kids & Company is open Monday through Friday from 6:30 a.m. until 8:45 a.m. and from 3:45 p.m. until 6:00 p.m. (The program opens at 2:05 on Monday afternoons).

Kids & Company offers full day of care on teacher in-service, school vacation days, Hours of operation are 6:30 a.m. until 6:00 p.m. To use a full day during the school year parents/guardians are billed for days used.

Summer hours of operation are 7:00am to 5:30pm.

Kids & Company will be open at consolidated sites rather than at all locations on full days. Please see online and or visit with your Site Director for the location sites of each full day.

Scheduled Non-School Days

The Program will operate on non-school days during the school year including in-service days, conference days, and vacation days; except for the following holidays and workdays:

- A. Labor Day
- B. Thanksgiving Day
- C. The Day after Thanksgiving
- D. Christmas Eve
- E. Christmas Day
- F. New Year's Eve
- G. New Year's Day
- H. MLK Day
- I. Presidents Day
- J. Good Friday
- K. Memorial Day
- L. Independence Day
- M. One week from school year to summer programming
- N. One week from summer to school year programming

Unscheduled Non-School Days

There will be NO Program in a building when it has been declared unsafe for occupancy due to such issues as (not limited the below issues):

- 1. Electrical
- 2. No plumbing/water main breaks
- 3. Natural gas leak
- 4. Water damage
- 5. Heating failure
- 6. Weather related conditions, etc.

Snow Days of School Closures Due to Inclement Weather

If CBCSD closes for a snow day or inclement weather, Kids and Company will also be closed and will not provide care on these days.

If CBCSD announces a 2 hour late start for the school day, Kids and Company will also open 2 hours late. In the event of an early dismissal Kids and Company will attempt to open for afternoon care, weather pending.

It is the responsibility of parents to keep informed regarding site closings. Messages will be sent via Brightwheel.

If severe weather occurs on an out of school day when school is closed but Kids and Company is still open, please watch for announcements regarding closings.

Medical Conditions

If your child has a known medical condition, such as Asthma, diabetes, seizure disorder, etc., please be sure to communicate with the Site Director, with an action plan, should a problem arise during program hours. Be sure that any medication is available and that the appropriate forms for its use have been completed. While Kids and Company staff are all CPR Certified and First Aid trained, they are not medically trained or medical providers and are not able to calculate medical treatment or provide hands-on medical treatment. Please contact your Site Director if your child has special medical needs to determine if this can be done at Kids and Company.

Illness and Communicable Diseases

If a child becomes ill while attending Kids and Company, the parent will be notified immediately. The child may not remain at the program if any of the following symptoms are present:

- Temperature of 100.4 degrees or higher
- Diarrhea or vomiting
- Unexplained skin rash or irritation
- Evidence of contagious disease
- Head lice
- Conjunctivitis or Pink Eye
- Constant Cough
- Sore Throat
- Any open sores that may be contagious

A child will not be permitted to return to the site until all symptoms, including fevers, are not present for 24 hours without the use of any medications such as fever-reducers or anti-diarrheal medications or, in the case of contagious illness, the confinement time for the illness has passed. A parent may also be requested to provide a doctor's note stating that the child is healthy enough to return to the site and does not present a contagious threat to others.

In the event of an accident or illness, the parent of the child will be notified immediately. In serious cases, emergency personnel will be contacted for treatment and the child may be transported to a local hospital (if necessary). In this situation parents will be notified as soon as possible.

Under normal care staff are not able to provide transportation to a parent or a child.

Distribution of Medications

It is the policy of Kids and Company that all child medication will be administered by a parent at home. If under exceptional circumstances a child is required to take oral medication during Kids and Co hours, only the Director, Assistant Director and/or Site Director will administer the medication in compliance with the regulations that follow:

1. Kids and Company does not have licensed medical personnel on staff and retains the discretion to reject requests for administration of medicine and/or medical attention. For example, subcutaneous, intramuscular (other than EpiPen) and other injectable, some topical medications and tube feeding, to name a few, will not be administered by Kids and Company staff.
2. We suggest you consult your physician on the timing of medication. Some prescriptions can be written to eliminate the need for giving medication during Kids and Company hours.
3. Prescription medication can only be administered with a written and signed physician order. Prescription medicine will be in the original prescription container, properly labeled, including the child's name, physician's name, expiration date (if applicable) and directions for administering.

4. Over the counter medication such as aspirin, ibuprofen, cold tablets, cough drops, etc. cannot be administered without a written order from a physician. Along with the written and signed physician order, it will be in the original packaging and expiration date visible.
5. Kids and Company and Council Bluffs Community Schools are two different entities. If your child needs medication left at Kids and Company, two different containers must be provided, this includes inhalers and EpiPens. One for Kids and Company and one for the CBCSD nurse.
6. All medications administered at Kids and Company will be stored in a locked container.
7. All medication not picked-up after termination of childcare, will be properly disposed of. This will be done by management and one witness.

Accidents

Every effort will be taken to provide proper care of the child in case of injury. Accidents are sometimes a part of growing up. Fortunately, most are not serious and can be easily treated if taken care of immediately.

- A. If a child is injured during program hours, caregivers will immediately attend to the child.
- B. The injured child will not be left alone. If the Site Director is not within access of voice, the assistant may send a child to notify him/her.
- C. Appropriate first aide treatment will be given to the child and the Site Director will evaluate the injury for need of further medical attention or for a call to the child's parents/family member.
- D. If appropriate, the injured child may be moved to a quiet area under supervision.
- E. The original report will be signed by the parents upon arrival and filed in the Accident File. A copy of the completed form will be placed in the child's personal folder, and a copy will be sent with the child's parent or the person responsible who arrives to pick up the child.

Snacks and Nutrition

During out of school full day's breakfast and snack will be provided; kids will need to bring their own sack lunch.

During the summer full day's breakfast, lunch and snack are all provided.

Kids and Company will do their best to meet all children's dietary needs, if special dietary needs are required above and beyond what we provide, a parent will need to provide breakfast, snack or lunch. Monthly menus will be posted at each site. All menus are subject to change.

Technology

Electronics, such as, cell phones, tablets, watches, game consoles, etc. inhibit the safety and care of the children. For this reason, children are only allowed to have electronics out during designated times as set by the Site Director or staff. At that time, what the children are using the electronics for and the duration of time that are on them is strictly monitored.

Electronics, when not in approved use time, must be kept with the child's personal belongings and not on their person.

A child may request to use their electronic device if they need to contact a parent or guardian. Staff will monitor the use during this time to assure the child is remaining safe.

To protect all children, no videos, recordings, or pictures may be taken of any child or children by other children. Please note that there are some children that may not have their picture taken for their safety or parents may have designated that they do not want any pictures taken of their children.

If Kids and Company finds that use of electronics is impeding on the safety of the program, is a safety distraction or difficult to monitor, all electronic use may be prohibited.

To protect all children, Kids and Company has the right to monitor any use of information technology resources and to examine, use and disclose any data found. This information may be used in disciplinary actions and release to the police if it is criminal in nature.

Kids and Company is not responsible for any loss or damage that occurs with electronic devices if you choose to send them with your child.

Supervision

Staff are placed in zones when inside, on the playground, on walks, etc. Zones are used to ensure all children can be seen, heard, and are properly and actively supervised. The Program Director and Site Directors make sure that staff know the zones/placement for indoor/outdoor play, where staff should be when transitioning from one room to another, on field trips or walks, etc.

Staff receive training in person and online that addresses the need and the reason for zones to ensure children's safety while at Kids & Company. Staff are assigned small groups of children, and name to face checks are done periodically and during transitions.

When at the pool or around bodies of water, staff are assigned small groups of children. Staff are in the pool within arm's reach of children, as well as out of the water walking the perimeter. Headcounts and name to face checks are performed periodically.

Kids & Company strives to have an environment where all children are supervised to ensure safety. Children are not allowed to go to a classroom alone, be in an area where they cannot be seen, and are required to be escorted to the restroom entrance. Staff are required to be in zones and actively participating with children to ensure all children are supervised. This includes when children/staff leave the program for field trips, walks, etc. When staff are in zones this reduces potential concerns.

Missing Children

Kids and Company uses different measures to prevent missing children. Staff take daily attendance and frequently use name to face count throughout the day. During field trips children wear matching t-shirts, staff count on and off the bus and use face to name count.

If a child is scheduled to attend Kids & Company after school, the child does not arrive, and a parent/guardian has not notified Kids & Company, the following procedures will be followed:

1. Check with the site's Site Director/Supervisor, cell phone voicemail, e-mail and site family communication book.
2. Check with the school secretary and nurse to see if the child left school or has gone home ill.
3. Check the program area, child's classroom, playground/outside/parking area and with the child's classroom teacher.
4. Call parent/guardian or emergency numbers on the registration form.
5. Call the Program Director for assistance.

6. When a child goes missing we will notify parent or emergency contacts, the local Police Department and DHS must be called for assistance.
7. Notification to parent/guardian, local authorities/law enforcement and DHS, including location of where child was last seen.
8. An incident report will be completed and submitted to DHS.

Choking and Strangulation

Kids & Company strives to have an environment where all children are safe from choking and or any strangulation. Meals are given to children abide by CACFP guidelines and are appropriate in portion size.

Dramatic play items with handles or straps will be removed or shortened. Ties, scarves, necklaces, and boas for dramatic play will only be used by children under the age of three when directly supervised.

Kids & Company utilizes some classrooms during the summer session. Some of the classrooms have blinds or curtains. During the school year, we use the gym or cafeteria ¾ of the school year and most do not have blinds or curtains. Strings/cords from blinds/curtains are tied down and not accessible to the children.

If an incident does happen in which a child begins to choke staff members will act to help the child. If the situation is severe, family members will be notified and emergency personnel will be called. An incident report will be completed and submitted to DHS.

When children are interacting with small objects, cords, ropes, yarn and thread staff are actively involved with the children

Children do not use lanyards while in the program. Lanyards used by staff are breakaway. We don't allow pacifiers or pacifiers on a string. Parents will be asked to remove hood and neck strings from all children's clothing.

Activities

Kids & Company will offer a variety of well-rounded daily activities for children to choose from that are safe, fun, and educational. There will be a mix of child-directed activities, staff-directed activities, clubs, field trips, presentations and visits from outside groups, special events and daily snacks. Activities are planned in advance & outlined on a monthly activity calendar which families will be able to use for home-time discussions and planning. Each day the activity area will be transformed from the cafeteria/gym into a school-age care indoor environment. We offer arts and crafts, outdoor games, science and nature, music and movement, multi-cultural activities, field trips, service projects, homework time, daily snacks, & special events.

Child-Directed Activities

Child-Directed Activities are open-ended activities that children are free to choose to participate in and which require little or no help from adults. Some examples of child-directed activities are indoor and outdoor interest centers such as Legos, cars, dolls, other manipulative, puppet making, dress-up, pretend businesses, and other dramatic play, clay, play dough, art, creative expression centers, strategy games, etc.

Daily Schedule

Each Kids & Company location will have a daily schedule posted.

- Mornings: Children may enjoy child directed activities or participate in supervised indoor/outdoor free play. Children who eat breakfast in the cafeteria are dismissed when the school bell rings.
- Afternoons: Children report to the program area as soon as school is dismissed. Attendance is taken. A nutritious snack is provided. Children choose from a variety of activities offered every day. They may burn off some energy in active play like group games, hang out with their friends or relax in the quiet area. Outside play on the playground is offered when the weather permits.
- The program offers basic assistance or access to staff who can support homework or students learning needs

Bullying

Bullying at Kids & Company is defined as any unwanted, aggressive behavior such as making threats, spreading rumors, or physically /verbally harming a child.

Bullying at Kids & Company is not tolerated, and staff are required to be in zones to monitor children's interactions. Staff help teach students to deal with conflict in a positive way and be able to identify bullying when it happens and to speak up to staff about it after it occurs.

We believe that standards for student behavior must be set cooperatively through interaction among the students, parents and guardians, and staff. The development of these standards requires respect for self and others, as well as for district and community property on the part of students, staff, and parents.

Disruptive behavior and bullying will be diverted by positive redirection, modeling by staff to guide behaviors, and positive reinforcement. Staff provide various items to redirect and support children's social and emotional development. Some items such as fidgets, calming corners and items that the child finds comforting are provided by staff.

Parents are informed of behavior policy by family handbook, during orientation, and by on site Directors of behavior and policy. During staff orientation staff are instructed on ways to provide positive guidance. Training are also offered or required for ongoing learning/growth.

If bullying occurs, staff will visit the children to coach and possibly give a consequence to help model and direct expected behaviors.

If bullying continues a behavior incident report will be written by staff. The report will include; time of incident, time family was notified, what if any other incidents have occurred prior and the dates of those incidents, was the school notified, and a fact based description of the incident. Consequence for the incident along with possible future consequences will also be discussed.

These reports and a verbal explanation will be given to the parent/guardian to read and sign. The reports will be returned to the staff where it will remain with the child's enrollment information. A child or family member who poses a threat to himself, other children, or staff may be suspended or discharged.

Discipline/Behavior

Kids and Company's has four operating principles to provide a safe environment for our kids. These principles are high expectations, energy level, routine and organization.

Basic Expectations of Children

- Follow Kids and Company policies

- Follow staff directions
- Participate in program activities
- Be respectful
- No physical contact
- No use of foul language or other derogatory comments.

Zero tolerance

To provide a safe atmosphere for all children and to assure all parents and guardians know their child is safe, we have zero tolerance for the following behaviors:

- Elopement
- No sexually explicit comments, obscene gestures, or other inappropriate sexual behaviors.
- Exposure of genital area such as pulling pants down or pulling others pants down
- Physical contact to include but not limited to-hitting, punching, kicking, slapping, punching, throwing items at other children or staff.
- Leaving the supervised area without permission or supervision.
- Destruction of property.
- Disruptive behavior which infringes on the rights of other children.
- Repeated and deliberate violation of rules.

Basic expectations of Children Disciplinary action within Kids and Company may include but not limited to any or a combination of:

- Verbal warnings
- Verbal warnings and discussion with parents
- Exclusion from activities
- Written warnings
- Suspension from Kids and Company
- Expulsion from Kids and Company

Communication

There may be certain topics or situations that are difficult to talk about with the Kids and Company employees. If you have developed an honest and open way of communicating with one another, discussing these issues as they arise will not be as difficult. Things to consider when discussing difficult issues:

- Voice concerns when the first develop. It is much easier for everyone to discuss situation when the details are fresh in their minds.
- Avoid confronting Kids and Company employees in front of other parents or children. Set up a time to speak privately, in person, or over the phone.
- Think about the discussion ahead of time, and practice how to present it in a respectful manner.
- Be specific about your concerns. Give examples of things that have happened and observations that have been made.
- Remember that conflicts are normal and a part of most relationships. Conflicts can best be resolved when both parties can see each other's views and are willing to compromise.

Parent and Guardian Expectations

Kids and Company that parents will complete all required registration information, comply with the fee and payment policy, and adhere to the guideline's regarding the child's participation in the program.

Parents are expected to treat the staff with courtesy and respect. Abusive or foul language and/or threatening behavior are not allowed and may result in the child's removal from Kids and Company.

Kids and Company reserves the right to refuse childcare services for reason including but not limited to:

- Failure of parent or child to follow Kids and Company policies and rules.
- Parents and children are physically or verbally abusive to staff.
- Failure to pay childcare fees as scheduled.
- Failure to provide updated information and records.
- Failure to adhere to start times or closing times.
- Failure to sign the child in and out according to policy.
- When the Site Director and Program Director, at their discretion, believe that the continued service is not in the best interest of the child or program.

Building and Playground Rules

Kids & Company rules for activities in school buildings will be consistent with school rules.

- A. Use of soft, indoor voices, except at the playground.
- B. No climbing on school furniture.
- C. No running except where permitted in the gym or playground.
- D. Appropriate use of program supplies and equipment.
- E. Food will be confined to areas designated for snack/meal preparation and service.
- F. Staff and children must always remain within the program facilities.
- G. Alert supervision according to correct staff to children ratio at all times.
- H. Appropriate use of any building signal for restoring quiet.
- I. Children are never allowed to move, touch or ride on a TV/VCR cart.
- J. Children are never allowed to move, set up or take down moveable lunchroom tables.
- K. A designated person is to be called in the event of need for sanitary cleanup of body fluids.
- L. All school playground rules will be applied
- M. All school rules will be applied
- N. All playgrounds are inspected prior to use and have a monthly playground inspections

Staff are trained on site in playground safety measures by the onsite supervisor. Staff are actively involved and positioned in zones on the playground to ensure children are within sight and sound of staff.

Playgrounds are installed and anchored according to the manufacturer's instructions. Non-anchored large play equipment (i.e. playhouses) are checked for stability and damage. Fall surfacing is at the required depth. When damage is found the area is coned and taped off to prevent use by children. The school custodian will then contact contracted company to complete repair.

School custodians as well as Kids & Company staff inspect playgrounds daily and prior to use, for safety hazards of broken bottles, toys, trash, etc. Any trash or broken items are removed immediately.

Playgrounds are inspected monthly by Kids & Company staff for missing or broken parts, protrusion of nuts and bolts, visible cracks, rust and chipping or peeling paint, sharp edges, splinters, rough surfaces, wear and deterioration and stability of handrails. All hazards are assessed and reported to building custodial staff. Children are refrained from playing in the area of the hazard until the issue has been resolved.

Emergency Plans

Kids & Company follows all emergency plans as outlined by the Council Bluffs Community School District. Tornado, fire and disaster drills are held monthly. If a school needs to be evacuated, the Kids & Company staff will contact the school district's transportation supervisor to arrange to transport children to an alternate school location. Please check with your Site Director for the alternate location established for your site. Staff will make every effort to contact the family or alternative emergency contact to keep you informed of the situation. If possible, information will also be posted on social media as well as sent out by text.

Family Conferences

The program offers family conferences when the elementary school is offering parent teacher conferences. The program welcomes and facilitates conversation about children's progress, strengths, and needs daily however a stronger emphasis and more time is set aside by staff during this time to have more in-depth conversations with families about the children in the program.