



Council Bluffs Schools Foundation  
**KIDS & COMPANY**

# **Family Handbook**

## **Kids & Company**

300 West Broadway, Suite 212

Council Bluffs, IA 51503

712-322-8800

Sponsored by: The Council Bluffs Schools Foundation.  
In cooperation with: The Council Bluffs Community School District  
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**Council Bluffs Schools Foundation  
Kids & Company  
Council Bluffs, Iowa  
Family  
Policy and Procedure Manual**

Kids and Company School-Age Child Care Program	3
Eligibility for Enrollment at Kids and Company	3
Parent/Guardian and Kids and Company Partnership	3
Registration	4
Enrollment	4
Orientation	4
Drop-in Status	4
Monday Club Information	4/5
Payment of Child Care Fees	5
Fees and Payment	5
Overtime Fees	5
Eligibility for Childcare Scholarship	6
Waiting List	6
Attendance/Site Contact Information	6
Release of Children	6
Hours, Scheduled/Unscheduled Non-School, School Opening Delays/School Closings	7
Scheduled Non-School Days	7
Unscheduled Non-School Days	7
Unscheduled Non-school days-weather related.	7
Unscheduled School Delays or Dismissal	7
Health and Safety of the Child(ren)	8
Infection Control (Immunization) Policy	8
Exclusion of Children or Child Who Appears to be Ill/Injured	8/9
Attendance of Children with Lice	9
Distribution of Medications	9
Accidents	10
Insurance	10
Breakfast, Lunch, and Snacks	10
Child's Personal Property	10
Visitors and Observations	10
Activities	10
Daily Schedule	10/11
Discipline and Discharge	11
Building and Playground Rules	11
Field Trips	12
Emergency Plans/Site Contact Information	12
Dress Code	12
Equal Opportunity/Iowa Non-Discrimination Notice:	12

**Web:** <http://www.cbsf.org>

**Facebook:** <https://www.facebook.com/CBKIDSANDCO>

**YouTube of Kids & Company:** <https://www.youtube.com/watch?v=LBxEu6s1q2c>

**Phone:** 712-322-8800 Ext 0

**Kids & Company**  
**Council Bluffs, Iowa**  
**Family**  
**Policy and Procedure Manual**  
Revised 8/18

**Kids and Company School-Age Child Care Program:** Thank you for choosing Kids & Company as your child care 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. Character Counts!

Kids & Company offers the following for parents:

- A. Unlimited access to their children and their Kids & Company program during the center's hours of operation, unless parent contact is limited by a Court order
- B. Parents may visit with the Director about concerns related to their child or the program
- C. Parents will be kept informed regarding to their child's behavior in Kids & Company
- D. Parents will be informed promptly if their child does not arrive at Kids & Company according to his/her enrollment information
- E. Parents will be regularly informed by the Site Director about activities, enrichment opportunities, and general information about the Kids & Company program via facebook, site newsletter, face to face conversations, on Kids & Company web site, text message system, sign in sheets, family fun calendar, & statements on the bill
- F. Kids & Company strives for all parents/guardians to be successful in our program. If a parent/guardian needs assistance in any area to be successful Kids & Company will search for other programs within the school environment and or AEA to help them be successful

**Enrollment Qualifications**

Kids & Company encourages children of all backgrounds to attend and does not discriminate on the basis of sex, race, color, creed, national origin, or ethnic background. However, we do not provide one-to-one supervision. In order to provide a safe and stimulating environment, all children enrolled at Kids and Company must meet the following 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 diapered or pull-up,
- Must be able to move to and from the toilet without assistance,
- Must not require additional one-on-one services/supervision,
- Must be able to adhere to the discipline and behavior policies for group child care set forth in the family handbook.

In some situations, a Special Needs Care Plan may be developed with the involvement of the family, Site Director and other appropriate personnel. The feasibility of the plan's implementation will be determined by several factors, such as personnel resources, state guidelines and program safety. Authorization of the plan's implementation must be approved by the Kids & Company Program Director. We encourage you to contact us at the time of enrollment if your child requires special consideration, including but not limited to behavioral concerns, ADD, ADHD, hearing impairment, speech impairment, asthma, food allergies or any condition that may affect his/her ability to receive appropriate care.

**Kids & Company reserves the right to restrict admission or continued enrollment on a case-by-case basis.**

**State licensing requires a ratio of 1:15 Kids & Co strives to abide by NAEYC/NAA best practices for school age program of 1:12**

If your child has special considerations (including but not limited to behavioral concerns, ADD, ADHD, hearing impairment, speech impairment, asthma, food allergies or any condition that may affect his/her ability to receive appropriate care at Kids & Company), please notify us at the time of enrollment. A Special Needs Care Plan may be developed with the involvement of the child's parents/guardians, Site Director and other appropriate personnel. The feasibility of the plan's implementation will be determined by several factors, including but not limited to trained personnel resources, state guidelines and program safety. Authorization of the plan's implementation must be approved by the Kids & Company Program Director.

**Parent/Guardian and Kids and Company Partnership:** The partnership established with parents/guardians and Kids & Company helps establish the success of your child in our program. We will be working together to meet the needs of your child.

Parental/guardians' responsibilities include:

- Morning care opens at 6:15 a.m. Your child must be accompanied into the facility and signed in. When signing in, please record the time of arrival and your initials.
- A person authorized to pick up your child must come into the Kids & Company program, show photo ID and sign the child out of our care using the Sign In/Out book provided. When signing out, please record the time of departure and initial.
- Promptly communicate any changes in information including phone numbers, emergency contacts, addresses, and persons authorized to pick up.
- Immediately communicate any special needs or medical concerns your child may have including behavior concerns, allergies, or any medical conditions.
- Pay all fees, including late fees, according to Kids & Company policy.
- Inform Kids & Company staff of your child's absence from Kids & Company prior to that absence.
- Provide in writing any special instructions or information regarding your child.
- Kids & Company will establish a location called a Family Center. At the Family Center, families will find a place to daily sign their children in and out, activity calendars, program evaluation forms, newsletters, resources for parenting and family classes, special events, and ideas for things to do as a family.
- Parents are expected to treat the staff with courtesy and respect. Abusive or foul language and/or threatening words or behavior are not allowed and may result in the family's discharge from Kids & Company. The program strives to keep the environment "G" or "PG" rated for all children and families.

**Registration:** Openings: Full and part-time openings are determined on the basis of the number of children permitted by the program's license and staff availability.

**Enrollment:** Kids and Company requires all families to create an online account and submit registration forms for each child through our online parent portal, SchoolCare Works.

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) and deposit. There is a separate registration fee for the summer program.

Kids and Company operates on a weekly flat rate for the school year. Families are billed weekly, based on the enrollment option selected. For instance, if a child is enrolled to attend AM option, the family will be billed the AM rate, regardless of attendance.

- A. Prior to the child's first day of attendance, the parent(s) will complete SchoolCare works registration and submit it online. A completed set of forms is required for each child enrolled in the program:
1. Emergency Medical and Dental Treatment Form
  2. Transportation Form
  3. School Records Release
  4. Signed and Returned Registration Form
  5. Medication Release (as needed) Form
  6. Field Trip Form
  7. Media Release Form
  8. Physical examination signed by a physician and immunization records are required for all preschool children.
  9. For children five years and older and enrolled in school, a statement of health status signed by a parent is adequate.

**Drop-Ins:** No drop-in enrollments are accepted. Children must be registered for a minimum shift per week, Monday only club or 21<sup>st</sup> Century Club.

**Orientation:** Potential families for Kids & Company can get a free tour of the program during program hours. Please call the office or site to schedule this tour. The orientation will cover curriculum, policies/procedures, costs, the family handbook, a tour of the facility and an introduction to staff who will be working with the children.

**Additional Family Services for Registration:** If families need additional assistance completing Kids & Company registration, interpreting the family handbook, or understanding policies and procedures please contact our office.

**Monday Club Information:** The Council Bluffs Community School District dismisses school at 2:05 p.m. on Mondays to provide intensive staff training. Kids & Company offers a Monday Club for children needing child care just on Monday afternoons. Registration for the Monday Club is the same as for the regular Kids & Company program. Fees for Monday Afternoon club are billed and due in advance and are payable by the trimester. Please refer to the Monday Club registration materials for additional information.

Monday Club services provide childcare *ONLY for Monday afternoons when school is dismissed early*. Monday Club members may not utilize Kids & Company on other days, sessions, snow days, early dismissal or late start due to weather. If you would like your child to attend Kids & Company on these days, you must enroll in the regular Kids & Company program. Exceptions may be made for scheduled no school days, ie: vacation/holidays, if space permits. Advance payment is required and non-refundable.

**Payment of Child Care Fees:** The Program salaries, supplies, and administrative expenses are supported by child care fees, grants, and contributions. The Council Bluffs Public School District provides the space, utilities, and custodial services as an in-kind donation to the Program. Child care fees are as follows:

### **Fees and Payment**

- A. The registration fee is non-refundable and is separate from child care fees (see current registration form for fees). There is a separate registration fee for participation in the summer program.
- B. Child care fees are based on the information provided on the enrollment form or updated with the Site Director at the time of a change. There will be no refunds or credits for days missed due to vacation or illness. Parents are responsible to notify the Site Director of any permanent change in attendance schedule. Arrangements may be made with the Site Director in advance to credit necessary absences; i.e. vaccinations or extended illnesses of at least five days in the same week - Monday through Friday. Partial weeks will not be credited.
- C. Parents are expected to respond to weekly invoices with payment for services rendered. Weekly invoices are provided to parents/guardians on Wednesday with the amount due for the prior week. Payment is expected to be made by Friday of the statement week. If payment is not received your child will be unable to attend Kids & Company until payment has been received. Payments should be mailed to Kids & Company, 300 West Broadway, Suite 212, Council Bluffs, IA 51503. **Bank auto draft check, debit card or credit card are out payment forms on Schoolcare works your Site Director cannot accept any payment.** If any invoice is not paid the account will be considered delinquent. Please contact our office if you are experiencing difficulty in paying your bill. Parents should verify the accuracy of each invoice.
- D. Questions may be directed to our main office at 712-322-8800. If no payment has been received, a collection fee is charged and the balance is turned over to a collection agency. Kids & Company does not contact DHS child care services to set up child care payments it is the responsibility of the parent/guardian.
- E. Parents will be notified immediately upon receipt of the NSF notice by the program and shall have one week in which to pay the charge and tuition in full with cash or the equivalent. If not paid by the end of the week of the notice, child care services will be suspended immediately. Any additional instance of non-sufficient fund checks will result in payment accepted by cash, money order, cashier's check or bank drafted check only.
- F. Child care services may be suspended if the program deems that a parent/guardian has exhibited chronic delinquency in paying for services.
- G. The program provides an itemized statement for tax purposes upon request. The tax ID number for the Council Bluffs Schools Foundation (sponsor of Kids & Company) is 42-1374146.

**Overtime Fees:** The Program closes at 6:00 p.m. Parents whose child remains past 6:00 p.m. must pay overtime fees as follows: A fee of \$10.00 per child will be assessed for every 15-minute increment that pick-up is delayed. This fee is paid towards your weekly bill. More than three instances of late pick-up may result in your child being discharged from the program. 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.

**Childcare Scholarship (CCS):** Kids & Company has a very limited number of scholarships available for families who do not qualify for DHS childcare assistance, whose children attend on a full-time basis (10 units per week), and whose gross monthly income falls within specific guidelines. Please contact the office at 712-322-8800 to see if you are eligible for this assistance. Families are eligible for the CCS for childcare if the

- 1) **gross** monthly income of all adults living in the household falls within the established guidelines according to family size (using Iowa Eligibility Guidelines for Free and Reduced),
- 2) do not qualify for DHS state assistance,
- 3) submit proof of the denial notice from DHS that they do not qualify for childcare assistance.

Families are required to reapply for CCS for every major program change (summer to school year and school year to summer). If all guidelines are not met the full fee rate for childcare will apply. Families who receive CCS are expected to pay their tuition regularly. Families to who don't pay their tuition regularly will be terminated from the CCS program and be required to pay the full fee rate. If families are terminated from the CCS program due to lack of payment and move to full fee rate and do not pay their tuition regularly services will be terminated.

**Waiting List:** When the Program 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 and some sites have landlines for ease of family contact.

The numbers are listed –

Bloomer – Cell 712-355-3290	Landline 712-328-6519 Ext 2
College View – Cell 712-355-3293	Landline 712-396-2531
Crescent – Cell 712-355-3298	Landline 712-227-0128
Edison – Cell 712-355-3291	Landline 712-256-8494
Franklin – Cell 712-355-3292	Landline 712-396-2452
Hoover – Cell 712-355-3294	Landline 712-256-6219
Lewis & Clark – Cell 712-355-3295	Landline 712-396-2573
Longfellow – Cell 712-355-3296	Landline 712-256-6876
Roosevelt – Cell 712-355-3297	Landline 712-256-3124
Rue – Cell 712-355-3287	Landline 712-256-5551

- A. If your child will not be attending the Program because of a scheduled appointment, vacation, or other planned absence, please notify the Site Director in advance. Parents are responsible for child care fees for absences.
- B. If your child is ill or will be absent for a scheduled Kids & Company day, please call your Site Director's cell phone and leave a message or email that your child will not be present. Parents are responsible for child care fees for absences. Child care may be terminated for two 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.
- C. If the child does not arrive at the Program as contracted, the Site Director will contact the parents. If the parents cannot be reached, the Director will contact the emergency persons.
- D. Absences and Fee Payments: Unexcused absences - Parents are responsible for fee payment for any child who is schedule to attend and does not attend on any scheduled day. In special cases, arrangements may be made with the Site Director in advance to credit necessary absences; i.e., vacations or extended illnesses of five days in the same week - Monday through Friday. Partial weeks will not be credited.

**Release of Children:** For the safety of the children an Arrival/Departure Form will be completed by the parents/guardians and kept in the child's file.

- A. Children will arrive & leave the program according to the schedule written by parents on the registration
- B. Children will be allowed to leave with persons other than a parent only if permission has been given to the Director on the Registration Form or in writing by the parent.
- C. If a one-time exception is made to the child's schedule, the parents should provide the Site Director with advance notification of any change of attendance whenever possible. It is understood that illness occurs, but it is the responsibility of the parent to notify the Site Director of any absences.
- D. If your child attends extracurricular activities or has any other kind of arrival/departure time change within the period he/she is enrolled in the program, you must provide the Site Director with the information in

writing, prior to the date the change is effective; the person responsible must sign your child in/out during this activity if your child was already in attendance.

- E. All children must be signed in when they arrive and out at the end of the day by a parent/guardian. Failure to sign in/out will result in suspension of child care. Site staff may not sign your child in & out of the program.
- F. A valid court-order must be on file at Kids & Co to avert a non-custodial parent from taking a child.

**Hours of Operation, Scheduled & Unscheduled Non-School, School Opening Delays, and School Closings:** On regular school days, Kids & Company is open Monday through Friday from 6:15 a.m. until 8:55 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 a full day of care on teacher in-service and school vacation days. Hours of operation are 6:15 a.m. until 6:00 p.m. To use a full-day, parents/guardians must pre-register. Please be aware you will be billed for the full-day if you have registered, even if your child does not attend for any reason. Kids & Company will be open at “consolidated” sites rather than at all locations. Please refer to the pre-registration forms for information prior to each full-day.

A calendar will be posted for all parents/guardians informing them of all child care schedules and times.

- A. **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 work days:
  1. Labor Day
  2. Thanksgiving Day
  3. The Day after Thanksgiving
  4. Christmas Eve\*
  5. Christmas Day
  6. New Year’s Eve\*
  7. New Year’s Day
  8. Good Friday\*
  9. Memorial Day
  10. Independence Day
  11. One work day from school year to summer programming
  12. One work day from summer to school year programming

\*This policy coincides with the dates CB School District Staff are given holidays as there is no custodial staff available to open or close the school. There may be additional days we have to close due to custodial staff availability or for staff development activities. Watch for notices posted at your site

**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.

**Unscheduled Non-School Days-Weather Related** - If school is cancelled prior to 6:15 a.m., you may call the Foundation office for a message on the answering system to see if Kids & Company will be open. If the program is open please take your child to the designated snow-day location. The program opens at 7:30 a.m. on snow days and will close at 5:30 p.m. Please provide a sack lunch for your children.

**Unscheduled School Delays or Dismissal** - The Program will be open in the morning at 7:00 a.m. if school opening is delayed due to weather related conditions. The Program will not be open for unscheduled school delays if declared unsafe for occupancy. Kids & Company will open early if school is dismissed for weather related conditions. However, the program will close no later than 5:30 on snow/ice related dismissals.

**Health and Safety of Children** - Every effort will be taken to guard the safety of each child. Please inform Kids & Company of any health related conditions of your child.

- A. If your child has a known medical condition (asthma, diabetes, seizure disorder, etc.) please be sure the Director

knows what to do if a problem should occur during Program hours. Please make sure that any medication is available and that the appropriate forms for its use have been completed and renewed every 30 days

- B. If a child has any one of the following conditions, the parent will be notified to pick up the child immediately: contagious disease, fever over 100°F, vomiting or diarrhea, conjunctivitis, undiagnosed rash, or an accident requiring medical attention. A posting at the site will anonymously inform other parents of a contagious element
- C. In case of accident or illness, parents of the child will be called immediately. In serious cases, the child will be taken to one of the local hospitals by emergency vehicle for treatment and the parents will be called as soon as possible
- D. Outdoor play will not be allowed when temperature (including wind chill) or when heat and humidity factors are deemed to be unsafe
- F. Caregivers will make every effort to keep a child from getting into a car with a parent or family member under the influence of drugs or alcohol. They will notify law enforcement to help make arrangements
- G. Caregivers will not give transportation to a parent or a child for liability reasons
- H. The Program's license requires caregivers to report suspected cases of child abuse or neglect. This includes the reporting of parents or family members who appear to be impaired by drugs or alcohol.

**Infection Control (Immunization) Policy:** To prevent the spread of infections and/or diseases among children and/or staff.

- A. The Department of Human Services states in the licensing and regulations the following:
  - 1. 109.3(1) the child care center shall require each preschool child to have an admission physical examination report signed by a licensed physician or designee in a clinic supervised by a licensed physician. This report shall include an immunization record that is in compliance with the Iowa State Health Department regulations. This written report shall include past health history, status of present health and recommendations for continued care when necessary. A statement of health condition signed by a physician or designee shall be submitted annually thereafter. For the school-age child, a copy of the most recent physical examination and immunization record shall be acceptable.
- B. **Daily Contact:** Each child shall have direct contact with a staff person upon arrival for early detection of apparent illness, communicable disease, or unusual condition or behavior that may adversely affect the child or the group. Kids & Company will post a notice of exposure of a communicable disease if necessary.

**Exclusion of Children for a child who appears to be ill or injured:** The parent or designated person shall be notified of a child's status and may be requested to pick up children.

With the exception of head lice for which exclusion at the end of the day is appropriate, a facility shall temporarily exclude a child or send the child home as soon as possible if one or more of the following conditions exist:

- A. The illness prevents the child from participating comfortably in activities as determined by the child care provider;
- B. The illness results in a greater need for care than the child care staff can provide without compromising the health and safety of the other children as determined by the child care provider;
- C. The child has any of the following conditions:
  - 1. Fever, accompanied by behavior changes or other signs or symptoms of illness until medical professional evaluation finds the child able to be included at the facility;
  - 2. Symptoms and signs of possible severe illness until medical professional evaluation can find the child is able to be included at the facility. Symptoms and signs of possible severe illness shall include
    - Lethargy that is more than expected tiredness \*Uncontrolled coughing
    - Inexplicable irritability or persistent crying \*Difficult breathing
    - Wheezing \*Other unusual signs for the child
  - 3. Diarrhea, defined by more watery stools, decreased form of stool that is not associated with changes of diet, and increased frequency of passing stool, that is not contained by the child's ability to use the toilet. Children with diarrhea illness of infectious origin generally may be allowed to return to child care once the diarrhea resolves, except for the children with diarrhea caused by *Salmonella typhia*, *Shigella* or *E.coli*. For *Salmonella typhia*, 3 negative stools are required. For *Shigella* or *E. coli*, 2 negative stool cultures are required. Children whose stools remain loose but who, otherwise, seem well and whose stool cultures are negative need not be excluded.
  - 4. Blood in stools not explained by dietary change, medication, or hard stools;

5. Vomiting illness (2 or more episodes of vomiting in the previous 24 hours) until vomiting resolves or until a health care provider determines that the cause of vomiting is not contagious and the child is not in danger of dehydration.
6. Persistent abdominal pain (continues more than 2 hours) or intermittent pain associated with fever or other signs or symptoms
7. Mouth sores with drooling, unless a health care provider or health department official determines that the child is noninfectious
8. Rash with fever or behavior change, until a physician determines that these symptoms do not indicate a communicable disease
9. Purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge), until after treatment has been initiated. In epidemics of non-purulent pink eye, exclusion shall be required only if the health authority recommends it;
10. Pediculosis (head lice), from the end of the day until after the first treatment.
11. Scabies, until after treatment has been completed.
12. Tuberculosis, until a health care provider or health official states that the child is on appropriate therapy and can attend child care.
13. Impetigo, until 24 hours after treatment has been initiated;
14. Strep throat or other streptococcal infection, until 24 hours after initial antibiotic treatment and cessation of fever.
15. Varicella-Zoster (chicken-pox), until all sores have dried and crusted (usually 6 days).
16. Pertussis, until 5 days of appropriate antibiotic treatment (currently, erythromycin, which is given for 14 consecutive days) has been completed.
17. Mumps, until 9 days after onset of parotid gland swelling;
18. Hepatitis A virus, until one week after onset of illness, jaundice, or as directed by the health department when passive immunoprophylaxis (currently, immune serum globulin) has been administered to appropriate children and staff members.
19. Measles, until 4 days after onset of rash;
20. Rubella, until 6 days after onset of rash;
21. Unspecified respiratory tract illness

*If your child has any of the above symptoms, or any symptoms that could be deemed contagious; Kids & Company may request a doctor's note of release and request that the child must be excluded and be symptom free for 24 hours without the aid of medication unless otherwise noted from a doctor.*

**Attendance of children with Head Lice:** Children shall not be excluded immediately or sent home early from child care because of head lice. Parents of affected children shall be notified and informed that their child must be treated properly before returning to the child care facility the next day. Children and staff who have been in close contact with an infected child shall be examined and treated if infested. Infestation shall be identified by the presence of adult lice or nits (eggs) on hair shaft. Nothing in this rule shall be construed to require medical treatment or immunization for staff or the minor child of any person who is a member of a Church or religious organization which is against medical treatment for disease. In such instances, an official statement from the organization shall be incorporated in the record.

**Distribution of Medications:** Care will be taken to ensure the safe distribution and recording of medications.

- A. Whenever a child is to be given a prescription or over-the-counter medicine, the parent must provide the Site Director with a completed, signed medication authorization form.
- B. The medication must be provided in the original or duplicate container. Medication will be administered according to the directions on the container or from a physician's statement.
- C. If medication is to be kept at the Program for treatment of a chronic condition, no more than a one month supply should remain at the Program at any time. Parents must update their authorization monthly.
- D. All medication kept at the Program must be stored in a locked container.
- E. It is best practice for medication to be administered at home if it is possible, prior to attending Kids & Company.
- F. Kids & Company cannot administer rectal or vaginal medications.

**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.

**Insurance:** Families are encouraged to provide their own insurance coverage.

**Breakfast, Lunch, and Snacks:** The Program will maintain nutritious menus and snacks according to IA DHS and CACFP guidelines.

- A. Morning Program - Children may eat breakfast at school at the parents expense or bring a nutritious breakfast from home.
- B. Afternoon Program - Nutritious snacks are served in the afternoon program. Parents may want to provide a treat in honor of a child's birthday. In this case, they should contact the Site Director to determine the number of children to be served and plan the date. (Please no homemade goodies as per school policy)
- C. Scheduled Full Day - The Program will serve a nutritious light breakfast and appropriate snacks to all children. Parents will need to bring a sack lunch on these days. On a day Kids & Company is open but the school district is closed due to weather or an emergency situation a lunch will be provided by the school district.
- D. School-aged children may bring snack, breakfast or lunch from home for their own consumption. Extra food brought from home may be supplemented in order to help with DHS child care state standards.
- E. If your child has a food allergy, please notify your site director immediately.
- F. Menus are posted with other Kids & Company postings.
- G. The U.S. Department of Agriculture & the Iowa Department of Education prohibits discrimination against is customers, employee & applicants for employment on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, age, disability, or religion. If you have questions or grievances related to compliance with this policy by a CNP Provider, please contact the Iowa Civil Rights Commission, Grimes State Office Building, 400. E. 14<sup>th</sup> St. Des Moines, IA. 50319; 800-457-4416.

### **Child's Personal Property**

- A. Children's personal property, coats, clothing, school bags, etc. should be labeled with the child's name whenever possible.
- B. Children should not bring money, toys, food or other items not necessary for school activities to the program without checking with the Director.

**\*\*The Program is not responsible for lost or stolen personal items.**

**Visitors and Observations:** Parents are encouraged to visit their center at any time during program hours. For liability and supervision reasons it is not possible for non-enrolled children to visit the Program.

- A. Parents are offered unlimited access to their children and their provider during the center's hours of operation, unless parental contact is limited by a Court Order.
- B. The Program allows non-parent volunteers to participate in the Program. Volunteers must complete an application and background check with the Kids and Company office.

**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 will be 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, which includes a quiet home-like area appropriate for relaxing or doing home work, special interest areas, a small motor area, an open ended art area, an active play area, a strategy building games area, a snack area, and more! We offer arts and crafts, (as well as many craft materials to make whatever they want), imaginative indoor activities, outrageous outdoor games, science and nature, music and drama, international and multi-cultural activities, field trips, 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 first bell rings.

**Afternoons:** Children report to the Program area as soon as school is dismissed. Attendance is taken and any child who is absent is searched for. 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, just hang out with their friends, relax in the quiet area - take a nap, or do homework, etc. Outside play on the playground is offered when the weather permits.

**Discipline and Discharge:** All children misbehave sometimes. That is a normal part of growing up. Through careful planning and guidance, staff can influence how children behave and reduce or avoid the need for discipline.

**Discharge:** Children are entitled to a pleasant and harmonious environment in the Program. The school-age child care program cannot serve children and or family member who display chronically disruptive behavior.

Chronically disruptive behavior is defined as verbal or physical activity which may include but is not limited to such behavior that: requires constant attention from the staff, displays behavior that hurts other children or staff, or ignores or disobeys the rules. If a child or family member cannot adjust to the Program setting and behave appropriately, then the child may be discharged.

Reasonable efforts will be made to assist children in adjusting to the Kids & Company setting. Disruptive behavior will be diverted by redirecting the inappropriate behavior and positive reinforcement. Disruptive behavior will be dealt with in the following manner:

- A. For the chronically disruptive behavior, an incident report will be written by the caregiver. This report and a verbal explanation will be given to the parent/guardian to read and sign. The report will be returned to the caregiver 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 immediately.
- B. If a child receives three written behavior-related incident reports, the child may be suspended for one week.
- C. If the child is reinstated in the Program and receives a fourth behavior-related incident report, the Site Director may suspend the child immediately, including if necessary, notifying the parent to come and get the child. The Site Director may make such recommendations to the Program Director as are appropriate, including discharge without the right of reinstatement.
- D. If the severity of a problem is great enough that it could endanger the safety of the child or other children in the Program, discharge will be effective immediately
- E. A child may be discharged if he/she is picked up late more than three times.
- F. A child may be discharged for non-payment of fees.
- G. A child may be discharged if they leave the program without staff permission.
- H. All families are notified within 30 minutes via phone (if able) if a suspension is given.
- I. Families are responsible for any fees for all day a child is suspended.

**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 preparation and service.
- F. Staff and children must remain at all times 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 clean up of body fluids.

**Field Trips:** Field trips are designed to enrich a child's learning experiences. Trips to different areas of interest can help broaden a child's experiences and give him a rich background from which to draw. Field trips are often planned on full-days and parents are provided with the information prior to pre-registering for full-day activities.

- A. Parents will be notified in advance of upcoming field trips and schedules. Children do not have the choice of staying back from the field trips.
- B. Parent permission is given on the Transportation/Field Trip Form. If a parent has a particular reason for not wanting their child to participate, written notice should be given to the Site Director and the parent should

- C. make alternative arrangements for the care of their child.
- D. All transportation is provided by school bus.
- E. Parents and other family members are welcome to attend if seating is available family members may be able to use the school bus.
- F. A background check may be required.

**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. In the event that a school needs to be evacuated, the Kids & Company staff will contact the school district’s transportation supervisor to make arrangements to transport children to an alternate school location. Please check with your Site Director to discover the alternate location established for your location. Staff will make every effort to contact the family or alternative emergency contact to keep you informed of the situation. You may also contact the office at 712-322-8800. Media will also be notified of any evacuation plans. If at all possible information will also be posted on social media as well as sent out by text.

**Dress Code:** The dress code of the Council Bluffs Community School District is followed at all Kids and Company programs for children. Staff is required to wear identification and a Kids & Company approved shirt.

**Contact Information:** All Kids & Company Site Directors have a work cell phone & landlines. Please ask your Site Director for their work email.

The numbers are listed –

Bloomer – Cell 712-355-3290	Landline 712-328-6519 Ext 2
College View – Cell 712-355-3293	Landline 712-396-2531
Crescent – Cell 712-355-3298	Landline 712-227-0128
Edison – Cell 712-355-3291	Landline 712-256-8494
Franklin – Cell 712-355-3292	Landline 712-396-2452
Hoover – Cell 712-355-3294	Landline 712-256-6219
Lewis & Clark – Cell 712-355-3295	Landline 712-396-2573
Longfellow – Cell 712-355-3296	Landline 712-256-6876
Roosevelt – Cell 712-355-3297	Landline 712-256-3124
Rue – Cell 712-355-3287	Landline 712-256-5551

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**Iowa Non-Discrimination Notice:** “It is the policy of this CNP provider not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, disability, or religion in its programs, activities, or employment practices as required by the Iowa Code section 216.7 and 216.9. If you have questions or grievances related to compliance with this policy by this CNP Provider, please contact the Iowa Civil Rights Commission, Grimes State Office Building, 400 E. 14th St., Des Moines, IA 50319-1004; phone number 515-281-4121, 800-457-4416; web site: <https://icrc.iowa.gov/>.