



Parent Policy Handbook

(Updated February 2024)

Operating Hours: 7:30am-5:30pm Monday - Friday

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KID ZONE: Who We Are

Our Mission and Vision

Our Mission

Why we are here

We are a nonprofit organization dedicated to nurturing children to become enthusiastic learners while supporting our exceptional educators.

Vision

Where we are headed

Our vision is to sustain a creative environment that inspires lifelong learning and prepares children to become productive, healthy members of our community.

Diversity Equity and Inclusion Vision

Kid Zone will have an inclusive environment, that is rich in diverse cultures, perspectives and experiences for our Students, Families, Teachers, and Center Staff.

1. Kid Zone will have an environment where all families are welcomed, respected, and can see themselves.
2. Kid Zone expects authentic interactions with one another built around treating each other with dignity and respect.
3. Kid Zone leverages a growth mindset focused on honest curiosity and incorporating learnings to foster inclusivity.
4. Kid Zone will strive to represent local demographics of Students, Families, Teachers, and Staff
5. Kid Zone will use an inclusive curriculum to lead to stronger student learning outcomes.

Our Services

Kid Zone Early Learning Center (Kid Zone) gives priority to its service mission, directly offering a program for infant, toddler and preschool aged children. Indirectly, Kid Zone offers family support services such as child development consultations and family outreach for parents.

Kid Zone's program integrates quality child care services and early childhood education, supporting a whole-child concept of development based on the belief that one cannot educate without offering care and protection, and one cannot provide care and protection without also educating young children in a group setting. Knowledge of this integrative practice promotes respect for children and the adults who care for them.

Kid Zone strives to balance its unique Center culture with the individual cultural interests of each family served. Respect for Kid Zone's diverse community is reflected in the curricula, environments, parent/teacher/child interactions and staff development goals.

Our History

Kid Zone came to be in June of 1992 as Union Congregational United Church of Christ (UCUCC) decided to end its Childcare Program. Dedicated parents founded Kid Zone as a non-profit (501c3) organization, and it continued to occupy rental space in the Church building until January of 2022. We opened our doors in our current Hopkins location on January 26, 2022.

Parent Code of Conduct

Kid Zone Early Learning Center requires the parents and teachers of enrolled children to behave in a manner consistent with decency, courtesy, and respect at all times. Kid Zone Early Learning Center is dedicated to nurturing children to become enthusiastic learners while supporting our exceptional educators. Achieving this mission is not only the responsibility of the employees of Kid Zone, but is the responsibility of each and every adult who enters the center. Parents and teachers are required to behave in a manner that fosters this ideal environment. Violation the Parent Code of Conduct could result in consequences, including separation from Kid Zone.

- All staff members at the Kid Zone are to be treated with respect and dignity regardless of race, creed, sexual orientation, disability, or any other ground.
- Inappropriate behavior, threats or harassment of any kind towards a child, parent/guardian, or teacher will not be tolerated
 - This type of behavior includes but is not limited to harassment or intimidation by written note, email, words, gestures and/or body language.
 - Gossip and public criticism which are malicious in nature are unacceptable
- While it is understood that parents will not always agree with the employees of Kid Zone or the parents/guardians of the other children, it is expected that all disagreements be handled in a calm and respectful manner.
 - If parents/guardians have concerns, they should address those concerns with the Director or Assistant Director at Kid Zone.
 - If parents/guardians are not in agreement with Kid Zone over the course of action and continue to express frustration, this could result in separation from Kid Zone.

Program Philosophy and Practices

Program Philosophy

The philosophy behind our **Creative Curriculum** is that young children learn best by doing. Learning isn't just repeating what someone else says; it requires active thinking and experimenting to find out how things work and learn firsthand about the world we live in.

In the early years, children explore the world around them by using all their senses (touching, tasting, listening, smelling, and looking).

In using real materials such as blocks and trying out their ideas, children learn about sizes, shapes, and colors and they notice relationships between things.

In time, children learn to use one object to stand for another. This is the beginning of symbolic thinking. For example, they might pretend a stick is an airplane or a block is a hamburger. These early symbols – the stick and the block – are similar in shape to the objects they represent. Gradually children become more and more able to use abstract symbols like words to describe their thoughts and feelings. They learn to “read” pictures which are symbols of real people, places, and things. This exciting development in symbolic thinking takes place during the pre-school years as children play.

Play provides the foundation for academic or “school” learning. It is the preparation children need before they learn highly abstract symbols such as letters (which are symbols for sounds) and numbers (which are symbols for number concepts). Play enables us to achieve the key goals of our early childhood curriculum. Play is the work of young children.

Curriculum Goals

The most important goal of our early childhood curriculum is to help children become enthusiastic learners. This means encouraging children to be active and creative explorers who are not afraid to try out their ideas and to think their own thoughts. Our goal is to help children become independent, self-confident, inquisitive learners. We're teaching them how to learn, not just in Kid Zone, but all through their lives. We're allowing them to learn at their own pace and in ways that are best for them. We're giving them good habits and attitudes, particularly a positive sense of themselves, which will make a difference throughout their lives.

Our curriculum identifies goals in all areas of development,

1. **Social:** to help children feel comfortable at Kid Zone, trust their new environment, make friends and feel they are part of the group.
2. **Emotional:** to help children experience pride and self-confidence, develop independence and self-control, and have a positive attitude toward life.
3. **Cognitive:** to help children become confident learners by letting them try out their own ideas and experience success, and by helping them acquire learning skills such as the

ability to solve problems, ask questions, and use words to describe their ideas, observations, and feelings.

4. **Physical:** to help children increase their large and small muscles skills and feel confident about what their bodies can do.
5. **Nutritional:** to introduce new and healthy food options for the children, and allow children to see, taste and smell food in its natural form. We use gardening, fresh produce and field trips to allow for these introductions.

The activities we plan for children, the way we organize the environment, select toys and materials, plan the daily schedule, and talk with the children, are all designed to accomplish the goals of our curriculum — giving your child a successful start in elementary school.

At Kid Zone, we believe children have the right to be cared for in a safe, healthy, nurturing environment by adults who are well-trained in child development principles.

Cultural Sensitivity

Kid Zone demonstrates an ongoing commitment to integrate a culturally sensitive, non-implicit bias philosophy. Children live in a diverse and complex world; they interact daily with people similar and different from themselves. Anti-racist and culturally sensitive curriculum is imbedded into our everyday conversation to help children develop and strengthen their self and group identities, while interacting respectfully with others in a multi-cultural environment.

Non-Violence

At Kid Zone, we define violence as any verbal, physical or emotional behavior that indicates intent to hurt another person or material. In the absence of this apparent desire to harm, such behaviors are identified as hurtful behaviors rather than violent behaviors. We believe that most hurtful behaviors are a young child's inexperienced attempt to meet his or her immediate needs. Our adult role is to create environments and support interactions and self-regulation, from infancy, to empower young children to peacefully satisfy their needs and respect others. For this reason, we don't allow children to bring certain items to Kid Zone such as weapon facsimiles or toys that suggest or promote these activities.

Positive Guidance and Discipline of Children

Kid Zone seeks to build the self-esteem of children by helping them develop self-control and responsibility for their actions. Expected behavior is based on the developmental level of each child. Kid Zone has established guidelines that are designed for the safety and protection of all children. No staff member is permitted to use physical, mental, or emotional punishment on any child or demean a child in our care in any way.

Big Body Play

Rough and tumble or big body play (BBP) like running, climbing, jumping and even wrestling is necessary for proper brain development in children and is beneficial for building relationships, teaching consent, building social and problem-solving skills, and developing healthier bodies. Big body play is NOT aggressive or real fighting. During BBP, children are smiling and laughing – not trying to physically hurt one another.

At Kid Zone, we recognize the need for young children to use large muscle groups in safe yet physically challenging ways. Our classrooms, garden, gym and playgrounds are designed with safety in mind and equipped with the necessary materials and equipment to keep the children safe. We have created designated times and space for children to have safe big body play.

While children are engaging in BBP, teachers may participate by playing tag, having a snowball fight, or rolling around wrestling with the children. Teachers will also supervise closely and watch for cues or signals for when children may need to take a break or additional boundaries enforced. Kid Zone has also created common language to be used within all the classrooms to keep messaging consistent within the school. Two examples are using the word Stop and asking the question “does your body feel safe”. Additionally, teachers (along with the children in older classrooms) will also create classroom guidelines for BBP, for example on a tumbling mat or only 3-4 children playing BBP at a time, and enforce those guidelines consistently.

Though we do not endorse fighting at Kid Zone, we do promote healthy and boisterous play in which children are able to test their personal limits, as well as physical, social and emotional development in a safe and fun way.

State Licensing

Kid Zone is currently licensed to serve 151 full time children between the ages of six weeks and pre-kindergarten in a group child care setting.

- 16 infants in Ducking Cove
- 35 toddlers in Turtle Rock and Bunny Burrow
- 100 preschoolers and Pre-k children between Bear Cub Cave, Moose Trail, Fox Den and Owl Nest

Kid Zone Inclement Weather Policy

Kid Zone is open five days per week, Monday through Friday, 51 weeks per year, closing for 6 holidays, the week of Christmas plus three additional days to conduct staff training and development. A calendar of closed days is provided at enrollment and is updated annually. The updated calendar is distributed to all parents and is on the Kid Zone website. Extra copies are available upon request.

- Kid Zone will close when the Hopkins school district closes its early education program due to snow or ice. This may include a full day closure, a delayed open (typically 9AM), or an early closure (typically 4PM).
- Kid Zone will stay open when the Hopkins school district closes due to unusually cold weather, though we reserve the right to close in special circumstances (ie when the Governor orders all schools to be closed).
- Kid Zone will close for any emergency building situation that does not allow us to operate within licensing guidelines or puts anyone's safety in question (i.e. a power outage).
- When the school district is closed for a planned day off (Spring Break, President's Day etc....) the decision to close for inclement weather will be made by the Kid Zone Director and Kid Zone Board President.

Kid Zone will communicate closures to families and staff as soon as possible, ideally the night before a full closure or delayed opening, but at least 2 hours before our normal opening time. Early dismissals will be announced before noon of that day. Announcements will be made via Brightwheel to families. You can also keep an eye on Hopkins school district decisions via their website (hopkinsschools.org), social media, and television stations such as WCCO TV (channel 4), KSTP TV (channel 5), KMSP TV (channel 9), and KARE (channel 11).

Parking

We have a large parking lot for parking. Please be safe and mindful to watch for children as you are driving in and out of our parking lot.

For safety please do not park under the covered entry. This is for pedestrian use only.

*Arrival and Departure

1. Upon arrival, we recommend parents and children wash hands.
2. Parents **must sign in their child each morning** using the electronic keypad in order to transfer responsibility of care from parent to authorized Kid Zone staff. **Signing your child in and out is extremely important, and is a requirement set by the State of Minnesota Division of Licensing.**
3. After the child is signed in, the parent brings the child in to join the group and to allow Kid Zone staff to help in the transition of the parent's departure.
4. Upon departure, parents must once again sign out the electronic keypad and let the teacher know he or she is departing. **Once the child is signed out, he or she is no longer the responsibility of Kid Zone staff.**
 - a. Children are **not** permitted to run in the hallways, and parents are expected to enforce this rule/boundary.
 - b. If you will be away from your office or regular schedule, be sure to leave a phone number where you can be reached in case you are needed for an emergency.

- c. **Late Arrival/Evacuation/Field Trip:** If you will arrive later than your usual drop off time, please call Kid Zone and leave a message or message via Brightwheel for your child's teachers. If your child's group is in the process of evacuating the building or taking shelter when you arrive or are leaving, please see the EVACUATION AND TAKING SHELTER section.
- d. **Late Pick-up:** All children must be picked up at Kid Zone by 5:30 p.m. If you will be late, it is helpful to call before 4:50 p.m. to let teachers and your child know. A late fee is charged to parents who arrive after 5:30 p.m. (See the LATE PICK-UP POLICY for payment details). Children benefit from routine arrival and departure times; parents are urged to keep regular schedules whenever possible. Regular arrival and departure times are helpful for optimum and appropriate staffing.
- e. Prior notification is required for anyone other than the child's parent or legal guardian to pick up a child.
- f. Kid Zone staff will not release a child to anyone other than the child's parent or legal guardian (or other persons on the authorized pick-up list) unless we have been notified in advance by the child's parent or legal guardian. Kid Zone is required to document in the child's record the names, addresses and phone numbers of any individuals authorized by the child's parents or legal guardians to transport the child to and from Kid Zone.
- g. If Kid Zone staff have never met the authorized alternate, he/she will be asked to provide photo identification.

*Get Involved in the Kid Zone Community

Whether it is attending community building events like our pancake breakfast, volunteering in the garden, or, if your time is limited, contributing through our fundraising efforts, you have lots of opportunity to get involved in the Kid Zone community!

Community Building Events and Volunteering Opportunities

Throughout the year, we have a variety of community building events and volunteer opportunities that are a great way to meet new families and support the Kid Zone community.

- Garden Activities (summer)
- Summer picnic (summer)
- Fall Harvest party (fall)
- Board of Directors (ongoing)
- Classroom family activities (ongoing)
- Classroom readers (ongoing)

Fundraising Efforts

If you are short on time but are interested in showing your support for Kid Zone, we offer a few fundraising opportunities throughout the year.

- [GiveMN.org](https://www.givemn.org) — throughout the year, contributions are accepted for our current fundraising efforts.
- [Give Local America](https://www.givelocalamerica.com) — May 6 is Give Local America, a national giving day to ignite generosity for causes like Kid Zone!
- [Give to the Max day](#) — in mid-November, be part of the Great Minnesota Give Together and show your support for Kid Zone.
- **Plant Sale** — every spring, we host a plant sale featuring Gerten's flowers and plants. Delivered right before Mother's Day, the flowers and plants are a great way to start off spring!
- **Employer Donations** — many local employers like Target, General Mills, UnitedHealth Group, Medtronic, Cargill and Accenture participate in annual employee giving campaigns like the United Way. Consider a donation to Kid Zone as part of these giving campaigns.

Kid Zone tax id: 41-1683532

Parent Information

Communication between parents and teachers is an essential component of high quality early developmental programs. Through sharing information concerning your child's activities and welfare, we can together best meet your child's needs in a partnership approach. If your child is sick or will be absent or late, please send a Brightwheel message.

Open Door Policy: We invite you to take advantage of our Open Door policy. Drop-in to share lunch with your child's class or pre-arrange with teachers to share an activity in the classroom, such as reading or an art or science project with the children. Parents and legal guardians will be allowed access to their child at any time.

Daily Communication: Each child has a file folder located near their classroom entrance. Please check your child's file daily for important information about classroom and center activities as well as updates on your child's day.

- Teaching staff in Duckling Cove, Turtle Rock, Bunny Burrow, Bear Cub Cave and Moose Trail provide parents with electronic daily notes about the child's food intake, elimination, sleeping patterns, mood, activities for the day and general behavior.
- Teaching staff of Fox Den and Owl Nest children provide parents with verbal communication on weekly and daily program activities, or via the Brightwheel communication tool.

Parent Bulletin Board: A parent bulletin board is located on the left side of the lobby as you enter the building. Each classroom maintains a special parent-staff communication board at or near each classroom entrance.

Child Care Program Plan: Kid Zone has a written Child Care Program Plan that is located on the shelf in the office, and is available to parents at any time. This plan describes all

aspects of the area: developmentally appropriate goals and objectives, recording and reporting of children's developmental progress (social, emotional, physical and intellectual growth), involvement and responsibilities of parents, staffing and the classroom's daily schedule.

Movement/Transition to Older Groups

A progression from one classroom to the next is based on the availability of an opening and the age and development of the child.

Chronological age is the major factor determining who will move from a younger classroom to an older classroom when an opening becomes available.

An exception may be made to chronological age movement if the teacher, the parent(s) and the Director agree to have the child wait in the younger area until he or she is developmentally ready to move. Exceptions could be made to avoid having the child go through a transition prior to leaving the program or to complement room dynamics of a classroom.

The child's teacher and Director will be in touch with parents when movement is going to occur, and an orientation with the new classroom's Lead Teacher will be arranged.

Below are general guidelines for transition timing:

Duckling Cove → Turtle Rock/Bunny Burrow around 16 months

Turtle Rock/Bunny Burrow → Bear Cub Cave around 33 months

Bear Cub Cave → Moose Trail/Fox Den the September 2 years prior to child starting Kindergarten

Moose Trail/Fox Den → Owl Nest the September prior to your child starting Kindergarten

Parent-Teacher Conferences

Parent-Teacher developmental conferences are offered twice a year on a formal sit-down basis. Conferences may be held at other times as requested by the parent or teacher.

Tuition Payment

Kid Zone is a non-profit early education program relying on revenue from parent tuition and fees for most of its operating expenses. Therefore, it is essential that fees be paid promptly and regularly.

Tuition fees are charged and prepaid every two weeks. A fee schedule is given to parents upon enrollment and distributed to all parents annually.

Fees are based on the enrollment schedule rather than on actual attendance. Sick days, holidays, staff development days and emergency closings are considered part of the enrollment schedule. Parents are required to pay for all enrolled days even when their child is not in attendance, such as being sick. This may include Kid Zone's six holidays, week at

Christmas and three staff training days each year. To ensure that Kid Zone is able to meet its financial commitments on items like staff pay, benefits, and rent, we are unable to issue refunds to families if a child is sent home due to illness, center closure or other reasons.

If special circumstances occur and you cannot follow the tuition payment policy, please discuss this matter with the Director immediately. An individual adjusted payment plan may be submitted for approval by the Director and the Finance Committee of the Board of Directors.

Preferred payment options include:

1. Zelle payments through your banking institution
2. Automatic check pay or bank transfer
3. Personal check, made payable to Kid Zone Early Learning Center

Ask the office for more information about these payment options.

Checks may be deposited in the tuition deposit box in the lobby outside the office. Your check will serve as your receipt.

Tuition statements for tax purposes or parent employer reimbursement plans are available at any time upon request.

Tuition Increases

You can plan for a minimum of a 3% annual tuition increase. You will be notified by the Director at least 30 day prior to any increase.

Insufficient Funds Checks

We will charge a \$35.00 handling fee for the processing of any check returned to Kid Zone due to insufficient funds.

Financial Assistance

Various child care assistance or subsidy programs are available to help qualified families pay for their child care arrangements. In order to determine if your family qualifies for any of these programs, please call the following numbers:

- Hennepin County Child Care Subsidy Information 612-348-5937
- In St. Paul, call Child Care Aware 651-641-0305

Late Pick-Up

Kid Zone closes at 5:30pm every day. A per child late fee is charged anytime parents or guardians arrive after 5:30pm to pick up their child(ren). A parent who arrives after 5:30pm to pick up a child will be charged \$1.00 per minute per child for each minute after 5:30pm. This fee is due and payable immediately to the staff member(s) present via cash or VENMO.

The definition of late arrival is entering your child's classroom after 5:30pm.

NOTE: Once a parent or responsible authorized adult is in the classroom, he/she is responsible for the child regardless of the time of day. If you choose to arrive at closing time, in order to be respectful to the staff, please leave Kid Zone as soon as possible. Closing staff responsibilities include clean up, turning off lights and equipment and locking doors. Sometimes the child whose parent is late may be taken to the Director's office.

Unavoidable Pickup Delay

In the case of car malfunction, traffic jam, snowstorm, stuck in elevator, etc., please contact Kid Zone by 5:30pm if you will be delayed for pickup. If we do not hear from you by 5:30pm, an emergency situation will be assumed and the following EMERGENCY SITUATION policy will be implemented.

Emergency: No Pickup Situation

We will assume an "emergency: no pickup situation" exists when the following criteria have been met. In the event a parent is:

- Suddenly ill, in an accident, hospitalized, etc.
- Not able to contact Kid Zone to relay child pickup instructions
- Physically unable to pick up his or her child
- Unreachable (other responsible adults listed on the child's emergency card by 5:45pm. are unreachable)

Kid Zone will first contact the Hopkins Police Department (HPD). After assessing the situation, HPD may then transport the child to community-based First Response. If First Response is unable to contact a legal guardian/parent, Child Protection becomes officially involved, as a Health and Welfare Hold is signed on the child and the child is transported to St. Joe's. Kid Zone's insurance policy does not allow staff to take children home with them.

Grievance Procedures

The following procedure will apply when a parent has a concern or complaint about some aspect of the program:

- If applicable, the parent should discuss the issue with the Lead Teacher involved.
- If no resolution is reached with the Lead Teacher, then the parent should discuss the issue with the Director.
- If the Director's decision regarding the matter is unsatisfactory to the parent, s/he may present his/her concern to the Board President. The parent may present his/her concern in person, in writing or e-mail form at board@kidzoneslp.com.

Schedule Changes

If you would like to adjust your child's schedule, the **Kid Zone Office must approve** the change to ensure we have enrollment availability and staffing coverage. Permanent Schedule change forms are available online on our [website](#) under the Family Center tab, or you may request a copy from the Kid Zone office. Kid Zone management will review the classroom enrollment opportunities and **respond within one week if the request will be granted.**

Extended Leave Schedule Change (summer, maternity leave)

If your child has attended Kid Zone for one full year, you may take up to 8 weeks off while holding your child's enrollment place (Limit 1 Extended Leave per year). Your child will not be in attendance for a **minimum of four weeks and a maximum of eight weeks.** Kid Zone requires that you make a **75% tuition payment** each tuition cycle during your leave to hold your child's regularly scheduled enrollment place.

A **30-day notice in writing** of the schedule change request and **anticipated date back at full time** is due to the Kid Zone Office for approval.

Temporary Schedule Change – Moving from Full Time to Part Time

Families who are enrolled full-time and wish to temporarily switch to part-time will need to contact the Kid Zone office with your request. A **30-day notice in writing** of the schedule change request and **anticipated date back at full time** is due to the Kid Zone Office for approval.

The temporary schedule change must be in effect for a minimum of four weeks and a maximum of eight weeks (Limit 1 per year). Kid Zone requires a **\$75 fee each tuition cycle** during the schedule change to hold your child's full time enrollment spot.

Temporary Schedule Change – Switching a Day

Families who are enrolled part-time and wish to temporarily switch their regularly scheduled days will need to contact the Kid Zone office with your request a **minimum of five days prior to the requested date change.** A \$50 per schedule change fee per child will be assigned to your account.

Temporary Schedule Change – Adding a Day

If you request to add a non-regularly scheduled day for your part-time child the following charges will be made to your weekly tuition (a half day is 5 hours or less of child care).

- Duckling Cove = \$200 full day
- Turtle Rock and Bunny Burrow = \$175 full day
- Bear Cub Cave/ Moose Trail/Fox Den= \$160 full day
- Owl Nest = \$150 full day

Kid Zone Program Information

Food and Nutrition Program

Mission: Dedicated to providing a program that allows children to have access to a variety of food, nutrition, and garden experiences.

Philosophy: Deliver an environment where students will make a positive connection to food at an early age through:

- Mealtime
- Nutrition Education
- Garden Education

Breakfast, lunch and afternoon snack is prepared on site daily and follows the *USDA Child Care Food Program (CACFP) child nutrition guidelines. Food is served to all children at Kid Zone.

Menu items comply with or exceed the minimum CACFP requirements for meal composition and serving size.

A monthly child and infant menu is posted outside each classroom, is distributed to parents via e-mail and is available on our website.

Each classroom posts the daily schedule of activities that includes the time when breakfast, lunch and afternoon snack are served. Parents are encouraged to have their child in attendance during these meal periods in order for the child to be offered meals. Food cannot be saved for a child to be served later or by the parent.

Kid Zone believes that nutrition is a major factor in the physical, social, mental and emotional development of children. Our goal is to have a positive influence on children's food experience, while being conscious of their tastes, appetites and choke-able food restrictions.

A wide variety of foods are offered throughout the day to provide the proper nutrients required for optimal growth.

Family style meals are delivered in the preschool classrooms, allowing the children to learn about serving size, sharing, table manners and hunger cues. Teachers set an example for the children by modeling behavior (serving size, language, table manner). In the toddler and infant rooms, teachers portion out the food and encourage (but not force) the children to try foods and provide them with more helpings as available.

Teachers sit down and eat with the children at their table.

Organic foods are preferred and at least 70% of foods offered are organic.

Scratch cooking is preferred and at least 70% of foods offered are scratch made.

Nutrition and garden education is taught by the Director and Assistant Director of Food and Nutrition on a weekly basis. A wide variety of topics are covered related to the connection between mind, body and food.

A wide variety of fruits and vegetables are pureed on site for baby food. Infant formula and iron fortified cereals are provided. Breastmilk may be stored and served in accordance with Minnesota DHS licensing and/or mothers may prefer to come to Kid Zone and nurse in the nursing mother's room. Baby-led weaning is encouraged.

Parents are welcome to join their child for lunch. Please let the classroom staff or office know on the day of your lunch visit. We are always happy to hear your suggestions for new recipes, ideas or comments.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

- (1) **mail:** U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or*
 - (2) **fax:** (833) 256-1665 or (202) 690-7442; or*
 - (3) **email:** program.intake@usda.gov*
- This institution is an equal opportunity provider*

Allergy Policy

If a child has a known allergy, Kid Zone will maintain current information about the allergy in the child's file and work with the family to create an individual child care program plan (ICCP). The ICCP will include but not be limited to a description of the allergy, specific triggers, avoidance techniques, symptoms of an allergic reaction, and procedures for responding to an allergic reaction, including medication, dosages, and a doctor's contact information. Kid Zone will ensure that each staff person who is responsible for carrying out the ICCP review and follow that plan. At least annually or following any changes

made to the allergy related information in the child's record, Kid Zone will update the child's ICCP and inform all teachers responsible for carrying out the ICCP of the change. A child's allergy information will be available at all times including on site, when on a field trip, or during transportation. A child's food allergy information will be available to Food and Nutrition staff as well as classroom teachers. Food and Nutrition staff use allergy communication sheets to inform classroom staff members what food has the child's allergen, and what food is the substitute for them. They also write the child's name on the bowl with the food substitute. Food and nutrition staff take careful precautions while preparing foods to not cross contaminate. Kid Zone will contact the child's parent or legal guardian as soon as possible in any instance of exposure or allergic reaction that requires medication or medical intervention. Kid Zone will call emergency medical services when epinephrine is administered to a child in our care. Kid Zone will provide for a child's dietary needs prescribed by the child's source of medical care or require the parent to provide the prescribed diet items that are not part of the menu plan. When serving a child who has a prescribed diet, Kid Zone will keep the diet order and its duration specified in the child's record. All teachers designated to provide care to the child will be informed and trained on the diet order. Kid Zone allows fluid milk substitutions. Nuts, fish and shellfish are not allowed in the center.

Special Diet

Parents of children with special dietary needs must consult with Kid Zone's Food and Nutrition Program Director as well as the Director or Assistant Director regarding restrictions and substitutions. If your child has an intolerance or allergy to a CACFP required food or fluid milk beverage, a SPECIAL DIET STATEMENT, available upon request from the office, must be completed and signed by your child's health care provider and submitted to the Food and Nutrition Program Director before we can serve your child a menu substitution. Kid Zone is unable to refrain from serving a food item to your child unless your child's health care provider has signed the SPECIAL DIET STATEMENT, even if the request is for one day. For fluid milk consumption only – a parent or guardian must write a signed note stating what milk their child can not have, what to be substituted and why.

Parent requests for vegetarian or religious/cultural substitutions are accommodated to a practical degree for feeding a large population of young children within government and program guidelines. The Food and Nutrition Program Director decides what vegetarian alternatives for meat, poultry or fish are to be provided. These are usually cheese, beans/legumes, eggs, and tofu.

For very rigid or unusual special dietary needs or preferences, Kid Zone reserves the right to require that parents provide the food substitutes from home. Such food must be brought into the Center on the day it is to be served, dated and labeled with the child's name and instructions for serving. Leftovers will be discarded that same day if not picked up by the parent.

Water Offered at Kid Zone

As Kid Zone participates in the Child and Adult Care Food Program (CACFP) we implement their requirement of making potable water available to children in accordance with The Healthy, Hunger-Free Kids Act of 2010 (the Act), Public Law 111-296. Teachers offer water at various times during the day in all classrooms.

A water thermos is provided in each classroom as are disposable cups so that children may have easy access to the water. However, this water does not replace the fluid milk requirement as stated by the CACFP.

*No Food from Home

Kid Zone does not allow food from home. Although we have had minimal issues, Kid Zone is required to adhere to the policies of the Department of Education Food Nutrition Services.

Kid Zone Hosted Birthdays Only

Kid Zone will be assuming all of the responsibility of celebrating your child's birthday at school. We are asking that no special items be sent from home to share or be distributed within your child's classroom. We understand how important birthdays are for children and their families; keep in mind that many children have multiple birthday celebrations (one with family, one with friends and one with school).

By not allowing birthday goodies and trinkets, it is our goal to shift the focus from what is shared for a child's birthday to fun within the classrooms – not to take anything away from the celebration.

Here are some additional reasons for policy:

- To allow for a focused celebration for the child and show his/her special personality.
- To minimize disruption within the classroom routine.
- To create an atmosphere of equality among the children.

Each classroom Lead Teacher has created a consistent plan to recognize and celebrate their children's birthdays. Kid Zone will at a minimum do the following to recognize your birthday boy/girl on this wonderful day:

- Make him/her a birthday poster for the classroom door with photos attached, or crown to wear.
- Verbally recognize the birthday child and sing "Happy Birthday" during the day.

*Field Trips and Transportation

Field trips and supervised walks away from Kid Zone are regular features of the educational plans for each age group. Children greatly enjoy their field trip experiences and the opportunity to explore and learn from the resources in our community. Parents are often invited to accompany the children on special field trips.

Examples of trips in strollers or supervised walks for infants or toddlers are around the neighborhood, or to the walking trail. Favorite trips for older children include museums, libraries, cultural centers, farms, parks and theaters.

Methods of transportation include walking or using rented school buses. Written parental permission is required before the child may participate in the field trip. A first aid kit is taken on all field trips along with your child's emergency card, the daily attendance sheet, and a cell phone.

If an emergency occurs, teaching staff are responsible for contacting Kid Zone to make necessary arrangements or by making a call directly to city emergency lines (911). Parents are immediately informed of any emergency involving their child.

If your child's group is on a field trip when you arrive for drop off, it is your responsibility to wait for the class to return or to take your child to the field trip site.

***Seat Belts and Transportation**

The current design of the buses rented for field trips does not allow the proper use of car seats. Licensing guidelines do not require the use of car seats on buses. Rented buses comply with the equipment standards in Minnesota Statutes governing licensed vehicle operations. Kid Zone uses Schmitt & Sons Gray Line Minnesota.

Outdoor Activities

Daily outdoor activities are planned for all children when weather permits (above zero degrees Fahrenheit and above -15° wind chill). Children will not be taken outdoors in severe or threatening weather.

All children who are well enough to be in attendance are well enough to participate in outdoor activities. Most health professionals recommend a daily dose of fresh outdoor air for young growing children and if children are dressed appropriately, weather conditions should not pose an illness risk to them. The tasks of dressing and undressing are important learning activities for children. When children are in attendance, it is expected that they be able to participate in all aspects of the program activities with reasonable comfort, including outdoor play. Children cannot be excused from the outdoor portion of the program.

Naps

Each child is provided with his or her own labeled cot or crib. Crib sheets will be laundered weekly by Kid Zone and when soiled or wet. Infants sleep routines are individualized and based on the child's needs. Infants are always placed on their backs when put down for naps. Pacifiers and sleeps sacks are the only items allowed in the nap crib with the infants.

Toddler, Pre-school and Pre-K children are helped to remain quiet on their cots for a minimum 30 minute rest period during the required daily group nap times. Pacifiers are allowed as needed during nap in the toddler classroom for children under 2 years. No pacifiers are given to children over the age of 2 years.

If a child has rested quietly for 30 minutes and is almost asleep, the staff may allow the child to continue to lie on the cot and complete his/her nap. If the child does not fall asleep, he or she may be allowed to get up and participate in quiet play options.

If the child does fall asleep, he or she will be allowed to sleep without adult interruption until the end of the group's nap period. When a child falls asleep during our quiet rest period it is because his or her body is tired and needs a nap.

Around 3pm children are awakened by the sound or the voices of teachers and other children, by lights being turned on and off, by music or an activity song being played and by gently being awakened by the staff.

Screen Time

We do not allow screen time in any amount for children for children under 2 years of age. We limit screen time to 30 minutes per week or less for our 2 year olds, preschool and pre-kindergarten age children. These 30 minutes per week would be used for inquiry investigation. Using our classroom laptops or iPad teachers can research answers for theme based questions to help with children's visual reinforcement of inquiries.

Clothing

Children should wear clothes that are comfortable, easily cared for and age-appropriate.

Each child needs one to three complete changes of clothing, including underwear and socks.

Please label all clothing (including boots, mittens and shoes) with your child's name. Unlabeled clothing can result in losses and mix-ups.

It is absolutely necessary that every child have available at Kid Zone mittens, boots, shoes, hats and snow pants in the winter and short sleeved tops, shorts and appropriate shoes in the summer.

Flip-flop shoes, Crocs that don't fit securely, open backed or open toed shoes can be dangerous and are **not** allowed for children at Kid Zone. Please provide your child alternatives to these types of footwear.

Your child's teacher will give you a list of other items you may need to provide (blankets, diapers, etc.).

Diapering

Disposable diapers will be used and will be supplied by the parent.

Cloth diapers must also be supplied by the parent and soiled diapers taken home each day in a parent supplied wet bag.

Procedures for diapering are approved by Kid Zone's health consultant and are posted in the diaper changing area. Diapering may only be done in designated areas.

Toys

Toys brought from home present special problems for the children and the staff. Personal possessions are often difficult to share or may get broken. Unless it is for a specific curriculum activity or show and tell, parents are advised to not allow the child to bring toys from home.

Toys that resemble weapons are not acceptable at Kid Zone.

Security items such as a blanket or lovey that comforts your child are welcome.

Pets

Kid Zone allows some pets in the classrooms for program enhancement and science exploration. Teachers are solely responsible for the cleaning of the cages and aquariums. Please talk to your child's teacher about specific pets that may be in your child's classroom.

Plants

Teachers enjoy adding growing plants to their environments. Kid Zone makes available the Hennepin Regional Poison Center's brochure — so all plants are screened for toxicity.

Holidays

Kid Zone is closed on the following holidays:

- New Year's Day
- Martin Luther King Jr. Day
- One Staff Development Day in April
- Memorial Day
- Juneteenth
- July 4
- Friday prior to Labor Day 1:00 closure
- Labor Day
- Thanksgiving Day
- The day after Thanksgiving
- The week of Christmas
- Two Staff Development Days in October

Specific dates will be posted in advance of any scheduled closing. Regular tuition rates apply during holiday closings. If a holiday falls on a weekend, Kid Zone may choose to be closed the preceding Friday or the following Monday.

Health and Safety Policies for Parents

Emergency Card

NOTE: By Minnesota State Law (Rule 3, MN DHS 9503.0125), a child cannot be admitted to a group Child Care Center until a completed EMERGENCY CARD is received.

Required information: You must keep the information on your child's EMERGENCY CARD up-to-date. It must be updated whenever anything changes and at least once a year. Required information includes:

- your work and home phone numbers
- names, addresses and phone numbers of at least two people authorized to act in your behalf should we not be able to reach you
- your child's current health care provider's phone number
- your child's current dentist and phone number

Inability to contact you: If we try to contact you in the case of an emergency and are unable to reach you or your authorized alternates within one hour because no one answers at any of the numbers you have provided on your child's EMERGENCY CARD or the information on your child's EMERGENCY CARD is outdated, incomplete or incorrect, your child may not be permitted to return to Kid Zone until the EMERGENCY CARD has been updated.

The EMERGENCY CARD must be signed by you because it authorizes Kid Zone to seek emergency treatment for your child if necessary and to do as directed by Hennepin County Poison Control.

Emergency Contacts

Staff will only release a child to an adult specifically authorized on the child's EMERGENCY CARD or CHILD PICK-UP BY ALTERNATIVE AUTHORIZATION FORM as an emergency contact authorized to pick up and transport if the parent or legal guardian has submitted prior written notification that this individual will be picking the child up on a specific day or days or it is an emergency situation and the parent(s) or legal guardian(s) cannot be reached. A CHILD PICK-UP BY ALTERNATE AUTHORIZATION FORM must be completed, dated and signed by the parent or guardian.

Child Medications

Parents are urged to give your child's medication at home if possible. If it is necessary for medication to be given at Kid Zone, medications will only be given with written parent consent and written approval of the child's physician. Please complete the MEDICATION FORM (**good for two weeks**) if your child needs a medication while in our care.

Medications must be a current prescription, in their original container and may be given only to the child for whom they are prescribed.

Outdated/expired medications will not be given. Over-the-counter medications require written parent consent and **written approval of the child's health care provider** with the exception of diaper rash products, lip balm, moisturizing hand lotion, insect repellents and sunscreens which only require written parent consent.

Permission by the health care provider for both over-the-counter and prescription medication must be for a specific condition and can only be in effect for two weeks.

Medical Exclusion of Child

A child with any of the following conditions or behaviors that the Commissioner of Health determines to be contagious and a physician determines has not had sufficient treatment

to reduce the health risk to others, must be excluded from our program according to MN Department of Human Services licensing requirements. We will follow the exclusion guidelines listed below which are taken from Infectious Disease in Child Care Settings: information for Directors, caregivers and parents or guardians prepared by Hennepin County Community Health Department, Epidemiology Program. Classrooms that were exposed to a contagious illness will have a paper notification hanging outside of the classroom door.

Condition	Exclusion Criteria
Chickenpox	Until all the blisters have dried into scabs; usually about six days after rash onset
Conjunctivitis (Pinkeye)	No exclusion if child can participate in normal daily activities
Covid 19	Child shall quarantine for 5 days and may return on day 6, as long as they have been fever free for 24 hours without fever reducing medication and symptom improvement
Diarrhea (3 loose stools)	Until diarrhea has stopped for 24 hours (uncontrolled diarrhea is an increased number of stools, compared with a person's normal pattern, along with watery stools and/or increased stool that cannot be contained by the diaper or use of the toilet)
Fever	<p>Auxiliary temperature: 100° F or higher of undiagnosed origin and before fever reducing medicine is given. Child may return when symptoms are gone for 24 hours and no fever reducing medication has been given.</p> <p>Children with an auxiliary temperature of 100.4° F or higher will also require a negative covid test and be fever free for 24 hours without fever reducing medication</p>
Impetigo	Until child has been treated with antibiotics for a full 24 hours
Lice (head)	Until after the first treatment and no live lice are seen

Condition	Exclusion Criteria
Undiagnosed Rash With or Without Fever or Behavior Change	Until a medical exam indicates these symptoms are not that of a communicable disease (i.e. chicken pox, fifth disease, measles, roseola, rubella, shingles and strep throat)
Respiratory Infections (Viral)	Until child is without fever for 24 hours and is well enough to participate in normal activities. No exclusion for other mild respiratory infections without fever as long as the child can participate comfortably.
Ringworm	Until 24 hours after treatment has been started
Scabies	Until 24 hours after treatment has been started
Signs/Symptoms of Possible Severe Illness	Until a medical exam indicates the child may return (unusually tired, uncontrollable coughing, irritability, persistent crying, difficult breathing, wheezing)
Streptococcal Sore Throat	Until at least a full 12 hours after treatment begins and the child is without fever for 24 hours
Vomiting	Until vomiting stops (vomiting is defined as one or more episodes in the previous 24 hours)
Sedation from Medical Procedure	Until the day after the procedure
Life saving measures were needed (severe allergies or other treatment for chronic illness)	Until the day after the life saving measure, with doctors approval. If epi-pen or other medication was used: replacement medication required for re-admittance

Care of Ill or Injured Children

If your child is no longer able to participate in the program due to illness or injury, you or your designated alternate pick-up will be contacted and told that the child must be picked up. State licensing rules prohibit the care of sick children at Kid Zone. **You are expected to pick up an ill or injured child within an hour of being contacted.** Until you arrive, your child will be monitored and comfort measures provided according to program procedures.

If staff think it necessary, the child's health care provider will be contacted (See Emergency Card section).

Accidents and Injuries

Responsible supervision of the children is of utmost importance, and children are appropriately supervised at all times. Each staff member is responsible for implementing accident prevention measures and for maintaining active interaction and/or observation of children at all times.

Parents can expect to receive an accident injury report any time their child is hurt at Kid Zone. The accident injury report describes the nature of the injury, when it occurred, how it happened and what type of first aid was administered. Parents will be contacted by telephone if an injury requires more immediate, emergency attention. Examples of emergency attention may include stitches, doctor evaluation after choking, or a fall that requires monitoring for a possible concussion.

Injuries that require the child be seen by a physician are reported within 24 hours to the State Department of Human Services, child care licensing division (651-431-6500).

Annually and/or as needed the Director conducts an analysis of accident injuries that have occurred during that period. Accident prevention procedures are developed and updated annually. Staff are trained on the accident prevention procedures annually.

Use of Automatic External Defibrillator

Kid Zone has trained staff to use an Automatic External Defibrillator (AED) for children on site may use as the need arises. An AED may give an electric shock to the heart. This can stop the abnormal heart rhythm and allow a normal heart rhythm to return. If you have concerns about the use of an AED please talk to the Director.

Health Consultation Services

Our program is contracted with and receives monthly health consultation services from a Public Health Nursing Consultant from the Minnesota Child Care Health Consultants. A member of the Minnesota Child Care Health Consultants is also available by telephone at: 612-500-1880.

Evacuation and Taking Shelter

To comply with the Department of Human Services licensing rules and for the general safety of the children and the staff, Kid Zone conducts routine fire and tornado drills.

Missing Child Policy

Kid Zone has never lost a child in all its years of service operation; however, the following procedures will be followed in the unlikely circumstance that a child is discovered to be missing:

- The Director will be notified immediately upon the discovery that the child is missing.

- A staff person from each area appointed by the Director will be assigned to search their classroom and other rooms throughout the building as an appointed second group covers the grounds.
- If the child is still missing 5 minutes after these immediate searches, the Hopkins Police Department and the child's parents will be contacted.
- While waiting for the police, the Director will assign one staff person to each corner of the block. They will continue the search moving clockwise around the block.

Our Staff

Our staff of early childhood professionals is our greatest asset. We value the numerous talents and gifts they bring to our program. We support them with curriculum planning and resources, in-service opportunities, behavior guidance techniques, assessments and evaluations, diversity equity and inclusion training, and parent-staff communication. We promote personal and professional development and provide an open and supportive work environment. Kid Zone staff regularly attend trainings throughout the year to remain current on health and safety standards, learn about child development issues, plan age-appropriate curriculum, improve classroom design and a variety of related topics.

Classroom staff work together as a professional team to facilitate the physical, social, emotional and cognitive development of children in a safe and nurturing environment. The team responds to the individual needs of children and families by sharing their professional knowledge and effectively communicating with each family. Teachers, assistant teachers and teacher aids all meet or exceed qualifications as outlined by the State of Minnesota Department of Licensing.

Staff Background Screening

All employees must pass the MN Department of Human Services Applicant Background Study and finger printing screening process.

All Kid Zone staff are thoroughly trained on site. Most staff are formally educated and experienced in early childhood education, and many hold degrees and/or teaching certificates.

Professional Training and Instruction

Kid Zone staff are required by The State of Minnesota Department of Licensing to annually participate 24 hours of relevant training in a variety of content areas. Additionally, teaching staff that hold current MN licensure must complete 125 Continuing Education Unit's every five years.

Kid Zone provides on-going comprehensive staff development opportunities, including monthly staff meetings, special workshops, outside conferences and online training. Staff participate in pediatric first aid, CPR and OSHA training. Our Kid Zone staff also receive yearly training on SUID (Sudden Unexplained Infant Death) and AHT (Abusive Head Trauma) as required by the Minnesota Department of Licensing.

Parents Hiring Kid Zone Staff to Perform Private Child Care

Parents may request and employ Kid Zone full- or part-time staff to independently perform child care services outside of their paid scheduled work time. Kid Zone staff have discretion to accept or reject such requests and are free to establish their own pay level and work agreements. ***Both parties must understand that Kid Zone bears absolutely no legal or professional responsibility for such private, independent babysitting arrangements.***

Appropriate Use of Specialized Consultants Policy

Specialized consultants may be utilized to support the staff's efforts to meet the needs of the children and families in order for them to fully participate in the program; this includes children with disabilities, behavior challenges or other special needs.

1. Kid Zone staff will document children's behavior(s) at the onset of a concern regarding personal or developmental behavior.
2. Kid Zone staff will begin communication with parents regarding the above.
3. The Director or Assistant Director will conduct an observation of the behavior(s) of concern.
4. Kid Zone staff and/or the Director will meet with the parents to discuss the behaviors, observations and create a Behavior Modification Plan, which parents must sign.
5. If it is indicated that additional observation is necessary, Kid Zone staff will provide parents with a list of potential resources that may provide the needed observations:
 - a. Local school districts (free of charge) [HERE](#)
 - b. Center for Inclusive Child Care (observation and consultation free of charge) [HERE](#)
 - c. Washburn Child Guidance Clinic (observations and consultation free of charge – participation in a day treatment Program is charged to parents) [HERE](#)
 - d. Fraser Child and Family Services (observations and consultation free of charge) [HERE](#)
6. Kid Zone staff will work with observers and interventionists to arrange for observation and intervention times that best meet the needs of the child within the context of the child's participation at Kid Zone.
7. Kid Zone staff, parents and intervention staff will meet periodically to evaluate the outcome of the intervention and the child's process.
8. If targeted behavior continues, a notice of separation of child care may be given.

Mandated Reporting Responsibility

Children need a safe, protected, nurturing environment that assists them to grow, learn and feel loved by their caretakers. In order to grow and learn, children's minimum needs for

good nutrition, shelter, medical care, bathing, clean clothes, intellectual stimulation, appropriate discipline, love, a feeling of importance and a safe, non-violent home setting must be met. When these needs are not met, a child cannot grow and learn as easily. If you are temporarily unable or unwilling to meet your child's minimal needs, as described in the first sentence of this section, our staff is mandated by Minnesota State Law (Rule 3 DHS State MN 9503.0130) to file a report with a county child protection agency. It then becomes the role of the child protection unit to work with your family to ensure that your child's needs are being met. Additional information from the Minnesota Department of Licensing is included as pages 36 – 37 of this handbook.

Admission and Withdrawal Policies

***Pre-Admission**

Parents choose to enroll a child at Kid Zone following a personal interview with the Director or Assistant Director, a tour of the Center and a thorough examination of the program. Parents then meet with the Director or Assistant Director to review enrollment forms and Kid Zone's policies. Payment of a deposit/registration fee is required to secure enrollment. The deposit/registration fee of \$125 for the first child, \$50 for each additional child is non-refundable.

An enrollment packet is emailed to parents upon receipt of the deposit and one month prior to the child starting care.

In accordance with federal laws, Kid Zone does not discriminate enrollment on the basis of race, color, national origin, sex, or disability. We will work within our capabilities to make reasonable accommodations for children who have a disability.

Enrollment Forms

When your child is accepted into Kid Zone's program, you are given this Handbook (which includes health policies) and several required admission forms. You must read, understand and agree to abide and implement all policies in this Handbook; the Center will ask you to sign and date a form stating this.

Your child cannot begin attending Kid Zone without a current, signed Health Care Summary, vaccination record and the completed Emergency Card. The State of Minnesota Department of Licensing prohibits the start of any child without a signed physician's statement declaring the status of the child's health and immunization schedule consistent with current medical standards.

Part-Time Enrollment

Kid Zone has a limited number of part-time enrollment schedules in each of our classrooms.

Affirmative Action

Kid Zone is an equal opportunity employer and educator. The program offers a non-sexist, non-racist, multi-cultural, anti-bias curriculum and does not discriminate against staff, parents or children on the basis of sex, race, creed, color, national origin or physical or mental disabilities.

Enrollment Wait List

Once Kid Zone reaches a comfortable capacity for each classroom, we will maintain an enrollment wait list. Parents who have children currently enrolled in the program have priority on the wait list. Kid Zone requires prospective parents to tour our program prior to being added to our wait list. When space becomes available, parents on the waiting list will be notified. Once notified of a vacancy parents have 24 hours to enroll their child. If the parents do not complete enrollment paperwork within 24 hours, we will notify the next family on the list. Parents may decline their space on the first offer; however their name will go to the bottom of the waiting list at that time.

Parental Notice of Termination of Care

When you wish to discontinue enrollment at Kid Zone, a written notice must be submitted to the Director at least two weeks prior to your child's last enrollment day. All fees must be paid on or before the child's last official enrollment day at Kid Zone. Owl Nest children are welcome to attend up to the Friday prior to the Hopkins School District's first day of Kindergarten. The last day for Owl Nest children to attend is typically the Friday prior to Labor Day.

We encourage parents to complete an exit survey that will be e-mailed within a few weeks of your child's last day. Teachers will make every effort to make your child's last day at Kid Zone very special. Kid Zone does reserve the right to separate a child's enrollment without notice.

Kid Zone Contact Information

The early education industry is a highly regulated industry. To be in compliance, in our daily operations, we adhere to the rules, regulations and industry best practices as identified by:

- Hennepin County Health Department
- Hopkins Fire Department
- MN Division of Licensing
- OSHA
- Parent Aware

HEALTH AND WELLNESS POLICY

Section 1: Nutrition Education (NE)

Section 2: Nutrition Standards for Food and Beverages (NS)

Section 3: Promoting Wellness in Preschool (PW)

Section 4: Physical Activity (PA)

Section 5: Communication and Evaluation (CE)

Section 1: Nutrition Education

NE 1: Kid Zone shall implement a health education curriculum that includes lessons on nutrition, gardening/composting, fitness and hand washing.

NE 2: Children are provided varied opportunities to learn about nutrition, gardening, etc. Activities in these areas are incorporated into the regular curriculum appropriate to the age group.

NE 3: Teachers participate in an annual professional development training to include the topic of health and wellness.

NE 4: Nutrition education for families is provided through information that is sent home, parent nights, or directly with the Food & Nutrition Director or Assistant Director

Section 2: Nutrition Standards for Food and Beverages

NS 1: Foods including soda, sweetened tea, fruit drinks, flavored milk, candy, cookies, and/or typical “fast food” items are never served in our center.

NS 2: All foods served will at least meet the following guidelines: whole fruit/vegetables served at all meals, at least ½ of grains are whole grain, all foods are trans-fat-free, sugar content exceeds no more than 35% of calories.

NS 3: No candy, cookies or other “sweets” are to be brought into the classroom. Staff beverages shall be in a non-descript container.

NS 4: Most foods are prepared from scratch, using whole foods, locally sourced when available and mostly organic

NS 5: Snacks shall contain no more than 5 grams of added sugar per serving.

NS 6: Breastfeeding is not only encouraged but always promoted as a preference. *(Please see [Kid Zone Breastfeeding Policy](#))*

NS 7: For the classrooms that serve family style meals, teachers model behavior to start with a serving size portion and that there is always more if they would like. For toddler and infant age groups, the first helping of foods shall be standard CACFP serving size with additional helpings available if children request more.

NS 8: Snacks frequently include whole fresh fruits or vegetables.

NS 9: Only low fat (1%) milk is allowed for children 2 years and older. Only full fat milk is allowed for children between the ages of 1 and 2 years.

NS 10: Water is served or available at the table when milk is not being served as a CACFP component. Water is always available in a separate cooler in each classroom for children as they please throughout the day. Drinking cups are always accessible by the children.

NS 11: Kid Zone will comply with family requests for food substitutes due to medical or religious reasons.

NS 12: Foods brought in by families for dietary/medical reasons, such as food intolerances and allergies, must comply with the paperwork provided by a medical professional.

NS 13: Food waste is kept to a minimum by preparing serving sizes according to the CACFP standards and extra food is available in the kitchen for children and staff as needed/requested. When practical, leftovers can also be taken home or re-used by the teachers at their own discretion.

Section 3: Promoting Wellness

PW 1: Meals and snacks are scheduled at least two hours but no more than three hours apart excluding nap/quiet time.

PW 2: Children are given enough time to eat their meals. Meals are never to be rushed. There should be at least 10 minutes given for each meal time but not to exceed 60 minutes from the beginning of meal time.

PW 3: Children and staff must wash hands before eating and after using the toilet.

PW 4: At each meal time the classroom teachers help to ensure a pleasant relaxed meal and focused environment.

PW 5: Each child is encouraged, but not forced, to eat, taste, or explore their food.

PW 6: A variety of foods are served to broaden the child's food experience.

PW 7: Staff are required to sit and eat with children throughout the duration of the meals.

PW 8: Teachers are required to consume the same food offered to children during meals. Exceptions will be made for teachers who have religious, dietary or medical restrictions.

PW 9: Food is never to be used as a punishment or reward.

PW 10: Menus are planned by a trained professional and meet at least the state's CACFP guidelines.

PW 11: Kitchen staff who prepare meals are trained and SERV-SAFE certified.

PW 12: Kid Zone is a smoke-free center. Violation of this policy will result in disciplinary action.

PW 13: In general all children are required to be on their cots during the designated nap time for at least 30 minutes. Children are encouraged to nap for the duration of the designated nap time.

Section 4: Physical Activity

PA 1: Kid Zone ensures that all children participate in a variety of indoor and outdoor physical activities on a daily basis.

PA 2: Kid Zone requires that children of all age groups have outdoor play at least once per day, weather permitting. When outdoor opportunities are not possible due to weather conditions similar activities are provided inside our gym. Inappropriate outdoor weather includes a heat index at or above 90 degrees including heat index or below 0 degrees including wind chill.

PA 3: Kid Zone ensures that children of all age levels will play outdoors for a minimum of 30 minutes daily, our goal is to get all children outside.

PA 4: Kid Zone requires that all outdoor, physical activity and gross/large motor equipment and facilities are both safe and effective.

PA 5: Teachers are encouraged to promote active physical activity.

PA 6: All classroom teachers and staff play outside with children.

PA 7: Children are not to be denied outdoor activities as punishment.

PA 8: Outside time is part of our daily schedule, it is important that children have appropriate shoes and clothing. Closed toed shoes are required for safety. Needs closed toe and a back heel strap. (No flip flops, crocs ok if it has a back strap and closed toe).

PA 9: Kid Zone requires that all families sign a sunscreen release form for staff to apply sunscreen to all children during the appropriate season.

PA 10: Kid Zone does not allow screen time in any amount for children in our infant and toddler classrooms. We limit screen time to 30 minutes per week or less for our preschool and pre-kindergarten age classrooms. These 30 minutes per week are earmarked for an outsourced technology education program for young children.

Section 5: Communication and Evaluation

CE 1: Our Food and Nutrition Director and Assistant Director creates all menus and provides families with nutrition information.

CE 2: Kid Zone conducts surveys and receives input from families and staff on what types of foods or recipes they would like to see on the menu.

CE 3: Family/individual nutrition consulting are available upon request.

CE 4: Kid Zone promotes healthy choices with posters of fruits and vegetables, gardening/composting and physical activity.

CE 5: Kid Zone's Board of Directors is comprised solely of current or alumni parents. Parents submit an application and are elected to their position. Each board member's term is for two years.

CE 6: Monthly menus are posted outside each classroom, in the front entry, on the website and emailed to each family.

CE 7: Infant, toddler and young preschool age families are made aware of their child's intake of food daily.

CE 8: If questions or concerns arise feel free to contact your child's teacher, the Food and Nutrition Director, the Assistant Director, or the Director.

Kid Zone Breastfeeding Policy

Breastfeeding mothers will be provided a place to breastfeed or express their milk.

- Breastfeeding mothers, including employees, shall be provided a private and sanitary place to breastfeed their baby or express milk. This area has an electric outlet, comfortable chair, and nearby access to running water. Mothers are also welcome to breastfeed in front of others if they wish.

A refrigerator will be made available for storage of expressed breast milk.

- Breastfeeding mothers and employees may store their expressed breast milk in the refrigerator located in the Mother's Room. Mothers should provide their own containers, clearly labeled with name and date.

Sensitivity will be shown to breastfeeding mothers and their babies.

- The center is committed to providing ongoing support to breastfeeding mothers, including providing an opportunity to breastfeed their baby in the morning and afternoon, and holding off giving a bottle, if possible, when mom is due to arrive.

Staff shall be trained in breastfeeding.

- All center staff will be trained in the proper storage and handling of breast milk, as well as ways to support breastfeeding mothers. The center will follow human milk storage guidelines from the American Academy of Pediatrics and Centers for Disease Control and Prevention to avoid waste and prevent food borne illness.

Breastfeeding employees shall be provided flexible breaks to accommodate breastfeeding or milk expression.

- Breastfeeding employees shall be provided a flexible schedule for breastfeeding or pumping to provide breast milk for their children.

Breastfeeding promotion information will be displayed.

- The center will provide information on breastfeeding, including the names of area resources should questions or problems arise. In addition, positive promotion of breastfeeding will be in display in and around the infant room and the center.

Important Telephone Numbers

- Emergency— Police, Fire, Ambulance 911
- **Hopkins Non-Emergency, 952-938-8885**
- **Minneapolis (Hennepin County) Public Health Department**
Information 612-673-2301
- Child Psychological Service (Mental Health) – Specifically aimed at child/adolescent psychology
Schlutter & Assoc. 952-548-9340
Nystrom & Assoc. 952-746-2522
- Early Intervention Services (If you have concerns about your child's growth or development)
Help me Grow www.helpmegrow.com
952-928-6741
- Family Support Services - A portal linking families to public work support programs and tax credits. www.bridgetobenefits.org
- Sight and Hearing Screening, 651-645-2546 (Free online vision and hearing screening www.sightandhearing.org)
- St. Louis Park ISD #283 Early Childhood Family Education (ECFE), 952-928-6763
- St. Louis Park ISD #283 Early Childhood Special Education 952.928.6743
slpschools.org/1005
- St Louis Park Early Childhood Screening, 952-928-6726 (Free screening allows any health and developmental concerns to be addressed at least one year before kindergarten)
- Hopkins ISD #270 Early Childhood Education 952-988-5020
<https://www.hopkinsschools.org/academics/early-childhood>
- Hopkins Early Childhood Screening, [Click here to schedule an appointment](#)
- Low Cost Pediatric Dental Care
Children's Dental Services 612-746-1730
childrensdentalservices.org
- Hennepin County MFIP and Medical Assistance, 612-596-1300 (Help with cash assistance, health care coverage and Supplemental Nutrition Assistance Program)
- WIC special supplement nutritional program 1-651-201-4444
<http://www.health.state.mn.us/wic/>
- Central Clinic 952-993-1100 (Free Health Care for children in St Louis Park and Hopkins)
- State of Minnesota Division Licensing, 651-431-6500
- Hennepin County Child Protection, 612-348-3552 or 612-348-8144 (after hours)
- Hennepin County MN Child Care Assistance (CCAP) 612-348-5937 (Help to pay for child care costs)
- MN Dept. of Education – Early Learning Scholarship Program - 651-641-6604
- Poison Information Center 1-800-222-1222 or 612-873-3141
- Greater Minneapolis Crisis Nursery 763-591-0100
- Translator Services for Hmong, Samali or Spanish speakers call the language access line 651-665-0150
https://www.thinksmall.org/home/multicultural_services/
- For additional community resources visit www.parentaware.org

Maltreatment of Minors Mandated Reporting Policy for DHS Licensed Programs

Who Should Report Child Abuse and Neglect

- Any person may voluntarily report abuse or neglect.
- If you work with children in a licensed facility, you are legally required or mandated to report and cannot shift the responsibility of reporting to your supervisor or to anyone else at your licensed facility. If you know or have reason to believe a child is being or has been neglected or physically or sexually abused within the preceding three years you must immediately (within 24 hours) make a report to an outside agency.

Where to Report

- If you know or suspect that a child is in immediate danger, call 911.
- All reports concerning suspected abuse or neglect of children occurring in a licensed facility should be made to the Department of Human Services, Licensing Division's Maltreatment Intake line at (651) 431-6600.
- Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to the local county social services agency at (612) 348-3552 or local law enforcement at (952) 924-2618.
- If your report does not involve possible abuse or neglect, but does involve possible violations of Minnesota Statutes or Rules that govern the facility, you should call the Department of Human Services, Licensing Division at (651) 431-6500.

What to Report

- Definitions of maltreatment are contained in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556) and should be attached to this policy.
- A report to any of the above agencies should contain enough information to identify the child involved, any persons responsible for the abuse or neglect (if known), and the nature and extent of the maltreatment and/or possible licensing violations. For reports concerning suspected abuse or neglect occurring within a licensed facility, the report should include any actions taken by the facility in response to the incident.
- An oral report of suspected abuse or neglect made to one of the above agencies by a mandated reporter must be followed by a written report to the same agency within 72 hours, exclusive of weekends and holidays.

Failure to Report

A mandated reporter who knows or has reason to believe a child is or has been neglected or physically or sexually abused and fails to report is guilty of a misdemeanor. In addition, a mandated reporter who fails to report maltreatment that is found to be serious or recurring maltreatment may be disqualified from employment in positions allowing direct contact with persons receiving services from programs licensed by the Department of Human Services and by the Minnesota Department of Health, and unlicensed Personal Care Provider Organizations.

Retaliation Prohibited

An employer of any mandated reporter shall not retaliate against the mandated reporter for reports made in good faith or against a child with respect to whom the report is made. The Reporting of Maltreatment of Minors Act contains specific provisions regarding civil actions that can be initiated by mandated reporters who believe that retaliation has occurred.

Internal Review

When the facility has reason to know that an internal or external report of alleged or suspected maltreatment has been made, the facility must complete an internal review within 30 calendar days and take corrective action, if necessary, to protect the health and safety of children in care. The internal review must include an evaluation of whether:

- i. related policies and procedures were followed;
- ii. the policies and procedures were adequate;
- iii. there is a need for additional staff training;
- iv. the reported event is similar to past events with the children or the services involved; and
- v. there is a need for corrective action by the license holder to protect the health and safety of children in care.

Primary and Secondary Person or Position to Ensure Internal Reviews are Completed

The internal review will be completed by Kid Zone Director. If this individual is involved in

the alleged or suspected maltreatment, Kid Zone Board President will be responsible for completing the internal review.

Documentation of the Internal Review

The facility must document completion of the internal review and make internal reviews accessible to the commissioner immediately upon the commissioner's request.

Corrective Action Plan

Based on the results of the internal review, the license holder must develop, document, and implement a corrective action plan designed to correct current lapses and prevent future lapses in performance by individuals or the license holder, if any.

Staff Training

The license holder must provide training to all staff related to the mandated reporting responsibilities as specified in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556). The license holder must document the provision of this training in individual personnel records, monitor implementation by staff, and ensure that the policy is readily accessible to staff, as specified under Minnesota Statutes, section 245A.04, subdivision 14.

The mandated reporting policy must be provided to parents of all children at the time of enrollment in the child care program and must be made available upon request.



2024 Parent Policy Handbook Agreement Page

I have received and read a copy of the **2024 Kid Zone Parent Policy Handbook**.

Child/ren's name(s) _____

Name of Parent/Guardian _____

Signature of Parent/Guardian _____ date_____