

*Kid Ventures*  
*Parent Handbook*  
*2011-2012*

## **Welcome to KidVentures!**

We are pleased that you have selected our program for your child. Our goal is to create a caring, quality learning environment that compliments your child's school day. We believe that every child is special and unique and our staff will work to provide an atmosphere that fosters their growth.

KidVentures offers low staff/student ratios and choices for creative physical and social growth through activities in art, music, science, sports, cooking, reading, games, technology, community service, dramatic play, homework area and quiet time.

We are open from 6:30 AM to 6 PM, Monday – Friday providing care before and after school. We also offer care on most non-school days, on two hour early release and late start days and during the summer.

KidVentures is offered through Northfield Public Schools Community Services Division. Like all other district programs, we are governed by the policies and guidelines of the Board of Education. KidVentures has also adopted the National Standards of Quality School-Age Care as our guide for programming and best practices.

Our program focuses on respect, creativity, safety, friendship and fun! We welcome you and your child to KidVentures.

### Program Mission

To provide care in a safe, stimulating environment that supports the individual needs of children, families and staff, while building positive relationships.

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## **KidVentures Sites**

### **Bridgewater Elementary**

401 Jefferson Parkway  
Northfield, MN. 55057  
507-664-3395

### **Greenvale Park Elementary**

700 Lincoln Parkway  
Northfield, MN. 55057  
507-645-3537

### **Sibley Elementary**

1400 Maple Street  
Northfield, MN. 55057  
507-645-3422

### ***Ventures Main Office:***

#### **Community Services Division**

1651 Jefferson Parkway  
Northfield, MN. 55057  
507-664-3650

Katie Valek-Ventures Coordinator: 507-664-3653

[Katie.Valek@nfld.k12.mn.us](mailto:Katie.Valek@nfld.k12.mn.us)

Mary Hansen-Secretary: 507-664-3750

[Mary.Hansen@nfld.k12.mn.us](mailto:Mary.Hansen@nfld.k12.mn.us)

Hannah Puczko-Director of Community Services Division

[Hannah.Puczko@nfld.k12.mn.us](mailto:Hannah.Puczko@nfld.k12.mn.us)

## Registration

Registrations are accepted on a space available basis and take place following spring break, in early April. “Save My Spot” information will be sent home with each child in the district. Information with specific dates will be in each school’s March newsletter and on our district website: [www.nfld.k12.mn.us](http://www.nfld.k12.mn.us).

You may also call the main Ventures office at 507-664-3750 in early April to get dates, times and a “save my spot” form.

Detailed information and a welcome packet will be sent to families that have returned the “save my spot” form in late July.

Payment of the registration fee must accompany the KidVentures registration form. Returning families will be given a discounted registration fee. All previous balances must be cleared before a child can re-enroll into the KidVentures program. If the site you select is full, you will be notified immediately and your child’s name will be placed on a waiting list. In order for your child to start on the first day of school, your registration must be received by the second week in August.

Families registering after the start of school can enroll by contacting the Ventures main office at 507-664-3750.

## Family Involvement

*We strongly encourage your input and involvement. The quality of the staff/parent/guardian relationship greatly impacts the success of the program. Your suggestions and concerns are welcome.*

### Communication to Families

We use a parent table and bulletin board to share information with families. **Please check for information daily.** This is where you’ll find non-school day information or other important information. Please share information with staff directly and record information in our Parent Communication notebook located on the parent table.

### Communicating Concerns/Suggestions to Staff

Your ideas, suggestions, concerns and feedback help us make continual improvements to our program. You can share your thoughts and perspectives by:

- Speaking to the staff working directly with your child.
- Scheduling a conference with the site leader.

If you have additional comments or issues that have not been resolved, contact the Ventures Coordinator at 507-664-3653.

## Family Responsibility Checklist

- **Read the *KidVentures Family Handbook*** and know the contract terms and program policies. Failure to follow policies could result in termination of child care services.
- **Sign your children in and out daily.**
- **Check the parent table and bulletin board daily for communication.**
- **Notify site staff if your child will be absent, attending after-school programs, or picked up early** for any reason. (Notifying the school office is not sufficient.) If a child does not arrive after school as expected, staff will investigate immediately by attempting to contact parents/guardians, the identified emergency numbers and, if necessary, the police. A Finder's Fee may be assessed.
- **Ask staff for feedback** on your child's day or progress in the program.
- **Model respectful behavior** when dealing with staff and students.
- **Provide written notice of change in contract, or withdrawal from the program** by filling out the appropriate forms and submitting to the Community Services office two weeks in advance.
- **Pay all costs incurred for your contracted days** whether your child attends or not, unless we have received a contract change, or withdrawal form two weeks in advance.
- **Adequately dress your child for indoor and outdoor play.**
- **Make sure your child is picked up by 6 pm to avoid a late pick up fee.**

## General Information

### ***Lunch/Snack***

KidVentures provides a wholesome snack for all children enrolled after school, on non-school days and during Summer Ventures. If your child wants to bring a treat for children in the program, state law requires it be individually wrapped and commercially produced.

### ***Energy Curtailment***

The school district works with Xcel Energy to make the best use of available power. During extremely hot summer days, Xcel Energy limits power use at some of our buildings.

### ***Apparel***

Children must be adequately dressed for outdoor play (boots, hats, gloves, snow pants, socks) since we try to go outside daily – weather permitting (based on district-wide recess policies). All items brought to KidVentures should be labeled.

### ***Personal Property***

We encourage students not to bring their own toys to school. The program is not responsible for lost or damaged personal belongings.

### ***Transportation***

Parents are responsible for arrangement of their child's transportation to and from the KidVentures site. If you need to make busing arrangements, contact Benjamin Bus at 507-645-5720.

## Severe Weather

**If school is closed for the day** because of severe weather, all KidVentures programming will be closed on that day.

**If school has a delayed starting time**, there will be no KidVentures before school programming.

**If school is dismissed early**, KidVentures after school programming will remain open for up to one hour following the dismissal. If children come to KidVenture's, their parents, or the child's "emergency pick-up person" must pick them up within one hour. Late fees will be applied to any child/ren picked up after one hour.

**KidVenture's closing after 3 p.m.** -- If the weather becomes severe after children have arrived, KidVentures may decide to close early. KidVentures will contact families to let them know.

### Non school days:

Winter – In case of severe weather, KidVentures may be closed for the day, or may close early. You will be notified during the day if KidVentures closes early.

### Notification

- **KARE TV (Channel 11)**
- **KMSP TV (Channel 9)**
- **KSTP TV (Channel 5)**
- **WCCO TV (Channel 4) and Radio (830AM)**

### Alerts Online

- **KARE11 School Alert** – on this site, you can sign up for e-mail alerts when your child's school is closed.
- **KMSP (Fox 9 News)** – School closings
- **KSTP 5** – School Alerts

## Release Days/Late Start/Early Release

### Release Days

KidVentures is opened on most release days. Release days are open from 6:30 am until 6:00 pm. All KidVentures sites will be combined into one site for each release day. A calendar of dates with the site location is included in your welcome packet and can be found on our website at [www.nfld.k12.mn.us](http://www.nfld.k12.mn.us). KidVentures often provides field trips and on-site special presentations during release days. *Release Day Contracts* will be sent to families on the 10<sup>th</sup> of the previous month and must be returned by the 20<sup>th</sup> of the previous month in order to receive the early bird rate. Thereafter, release days will be filled on a first-come, first-serve basis.

### Late Start Wednesdays

All KidVentures sites will be open for care during late start Wednesdays. Late start days begin at the schools normal start time and run until school begins.

If you are normally contracted on a late start day, you will still need to contract for the additional time spent at KidVentures. Late Start only forms will also be sent home from your child's classroom teacher.

## **Summer Programming**

### Summer Ventures

SummerVentures is day camp programming that takes place each summer. The program offers elementary age children an opportunity to make the most out of their summer. Extensive hands-on activities and field trips are designed to engage all learners. Parents enroll their children into weekly camps such as "Safari Camp" and "3-D Studio". Enrollment information for summer 2009 will be available at the all KidVentures sites in April.

#### **Summer Hours**

Monday-Thursdays

June 10-Aug. 28, 2009

Sunrise: 6:30-9

Camp: 9-12

Sunset: 12-6

#### **Field Trip Fridays**

6:30 am – 6:00 pm

All day field trips and special events to parks, zoos, swimming facilities and more!

**All release days require a minimum of 15 students to operate. Release Days and Field trip Fridays (SummerVentures) are non-refundable unless we have a waiting list and are able to fill the spot with another student.**

## **Security and Safety**

### ***Child Protection***

Ventures staffs are mandated by Minnesota State Law to report suspected cases of child physical, emotional or sexual abuse or neglect to authorities.

### ***Signing In and Out***

For the safety of each child, KidVentures requires that a parent or guardian sign their child in and out of the program daily. **This requires both your signature and the time you are signing in or out.** Children are not allowed to sign themselves in or out of KidVentures. If you do not sign in or out, you may be assessed a finders fee. Continued refusal to do so will result in termination of child care. When your child arrives directly from school or by bus, or leaves by bus, KidVentures staff will sign them in and out of the program.

### ***Our program opens at 6:30 am***

Although our staff persons arrive before 6:30 am to prepare for the day, they are unable to provide child care until the official start time of our program.

### ***Release of Children***

Your child will be released *only* to people listed on their Emergency card unless staff persons have been notified otherwise in writing. A waiver may be signed in advance if your child is to be dropped off or picked up by an older sibling. In an emergency you may call to inform the staff if someone other than the authorized person(s) will pick up your child. A description of the person and driver's license may be requested for verification. Your child will not be released to an unauthorized adult until identification and verification can be made.

### ***Late Pick Up***

Children must be picked up by 6 pm. **The fee charged for late pick up is \$1 per minute after 6:00 pm.** And will be charged to your account. If you have an emergency and must be late, **please notify the staff.** If your child is not picked up and you (or other contacts listed on the emergency form) cannot be reached, the police may be called to pick up your child.

#### Attempt to Contact Time frame:

After 15 minutes: Call parent

After 20 minutes: Call emergency contacts listed for child

After 60 minutes: Call police

### ***Absences***

Notify KidVentures staff if your child will be absent at any time for any reason. *School offices do not automatically provide KidVentures with absence information.* If your child does not arrive after school or on the bus as expected, program staff will investigate immediately by attempting to contact you, the emergency contacts and - - if necessary - - the police. Due to the amount of time involved in trying to find children who have not checked in to KidVentures when staff have not been notified of their absence, a **Finder's Fee will be assessed** beginning with the second occurrence. Increased fees will be imposed for continued occurrences.

### ***Legal Custody***

In the event of a divorce, separation or joint custody ruling, every effort will be made for KidVentures to treat each parent equally. If legal action has been placed against one parent, it is the responsibility of the requesting parent to provide KidVentures with the necessary court ordered documentation in order for KidVentures to act in compliance with the request. KidVentures will only accept one registration form for each child, and it is suggested that each parent has a copy.

## **Illness/Medical Conditions**

**Please keep your child's emergency information current.** Registration and emergency information is kept at the site for each child. We are not yet linked to a main database to the school office, so we need you to contact KidVentures separately with family information changes, address, absences etc.

**If your child appears to be ill, you will be contacted and asked to pick them up.** We will try to provide your child with a quiet area to rest until you can arrive. School district policy requires that children have no fever for 24 hours before returning.

**Inform the site leader when your child has a health condition** that requires regular or continuous medication or if your child is discontinuing use of a medication. If medication is to be given while a child is attending KidVentures, you'll need to complete an Authorization for Giving Medication Form before medication can be dispensed. Medication must be in its original packaging or prescription bottle. *If your child is taking prescription medication, a separate container from the doctor is needed to hold the medication. Medication is not accessible from the school nurses office.* KidVentures follows the Northfield Public Schools' medication policy requiring a child to take medication for a full 24 hours before returning to school.

**The site leader must be informed of special needs or medical conditions** that impact your child's health, well-being or involvement in activities. You are responsible for keeping this information current. A conference with the family may be requested in order to provide the most appropriate care.

### **KidVentures follows the school district emergency policies.**

If an accident should occur during the day, KidVentures will inform families in writing by filling out an accident report or by calling the family directly. If immediate attention is needed, 911 will be called and paramedics will be alerted to your hospital preference. Staff will then contact the parents/guardians or others listed on the Child Emergency Card.

### ***Absences/Sick Leave***

Call your KidVentures site if your child will be absent. **Tuition is not credited for sick days or other absences.** If an illness extends beyond two weeks, contact your site leader.

## **Accommodations**

**KidVentures is not designed to provide long term 1:1 assistance for students.** If a child receives 1:1 student support in the classroom or has a behavior plan developed, KidVentures must have a meeting with the family prior to the start date in order to determine the appropriate level of support needed. *The child's start date may be delayed so that KidVentures can hire additional staff with the skills necessary to meet the child's needs.*

Information regarding your child is not automatically shared between KidVentures and school district programs except in the areas of health and safety. If you would like to have this information shared with us, please contact the Ventures Coordinator at 507-664-3653.

Information regarding a student's needs will not be used to prohibit a child's enrollment in KidVentures, unless it is determined that the child will need significant assistance beyond our program capabilities.

At any time the Site Leader or the Ventures Coordinator may offer information about available professional support.

Please Note

All children are expected to be toilet trained. We do not have changing facilities. You will be called to pick up your child if they have an accident.

### ***Release of Information***

KidVentures follows the Data Privacy Policy of district 659 which is sent to all district families at the beginning of each school year. It is also available upon request from the district office.

KidVentures reserves the right to speak with appropriate school personnel regard a child's behavior. All information gathered would remain confidential.

## **Billing**

KidVentures bills are processed every month. Billing statements will be sent directly to your home. If you do not receive a bill, notify the Community Services office at 507-664-3750 and they will send one to you. It is still your responsibility to make payments by the due date.

### ***KidVentures Billing Information***

- The registration fee is due with the registration form.
- Please note: The payment amount due may change due to additional fees (late pick up charge, additional drop-in care, late payment fee, extra tee-shirts, etc.)
- Release Days/Late Start/Early Release Days are not included in the fee schedule. Payments are to be submitted along with your Release Day contract only.
- Tuition may be paid at the KidVentures site or at the Northfield Public Schools Community Services office located at 1651 Jefferson Parkway, Northfield, MN. 55057.
- Tuition payments may be paid by cash or check. Please make all checks out to “KidVentures” and put your children’s name in the memo line.
- A late fee of \$10 is automatically assessed after the 15<sup>th</sup> of the month on ANY unpaid balance (including any previous late fees that are left unpaid).
- Northfield Public Schools charges a \$20 processing fee for all checks returned from the bank. If a check is returned, you must make a cash or money order payment within five days of notice. Failure to make payment on uncollected checks could result in termination of childcare services.
- KidVentures must receive written authorization for families receiving financial assistance from outside agencies before childcare can begin. If financial assistance is cancelled, you will be responsible for all expenses incurred. If you receive financial assistance, you assume responsibility for fulfilling county requirements (provide information and child care schedules, submit timely reports, and make payments not covered by financial assistance program).

***If your account is not paid in full for the month, child care will be terminated on the 1<sup>st</sup> day of the next month, i.e. if account is not paid in full by 10/30, child care will be terminated effective 11/1.***

### **Year End Financial Information**

Year end statements with the Federal Tax ID number will be sent to your home in late January.

## School Year Enrollment Options

### Option One

- ❑ Option One is a standard agreement; you do not need to fill out a monthly calendar. You are choosing a consistent weekly commitment, attending the same days each week. No credit will be given for days not in attendance (i.e. vacation, sick).
- ❑ A two day a week minimum is required (Ex. 2 am sessions, or 2 pm sessions.)
- ❑ This option is the most cost effective and allows for a consistent schedule for your child.
- ❑ The days you chose would be the days you are contracted and scheduled for during the 2009-10 school year.
- ❑ You may make permanent schedule changes to your child's contract by submitting a two weeks written notice to the KidVentures office. Complete a change of schedule form, sign, date and return to the KidVentures office with a \$5.00 contract change fee. The contract revision will become effective two weeks after the request has been received in the KidVentures office. No schedule changes will be granted until October.
- ❑ When leaving the KidVentures program, a two-week written notice must be given to the office.

### Option Two

- ❑ Option Two is a monthly agreement. You will fill out a calendar each month for the days/sessions you plan to attend.
- ❑ Eight or more consistent sessions per month must be contracted. Release days can be included as one or more of your sessions.
- ❑ Monthly contracts with payments are due to the KidVentures site by the 20<sup>th</sup> of each month for the upcoming month. Calendars and payments received after the 20<sup>th</sup> of the month will be billed a \$5.00 late fee.
- ❑ No credit for changes is given.
- ❑ Option Two calendars are available at the KidVentures office or your child's site. You will receive a new calendar each month.
- ❑ Payment is due to the KidVentures office according to your payment schedule.
- ❑ When leaving the KidVentures program, a two-week written notice must be given to the office.

### Release Days

- Release days are contracted separately and billed at \$32.00/day if received by the early bird date (20<sup>th</sup> of preceding month), and \$36.00 after the early bird date, if space permits.
- Release days may not be added on at the last minute as tickets, busing and staffing have been arranged.
- We will start a waiting list of those who want to add on at the last minute and notify you if an opening occurs the day of the event.
- No credit for cancellations or changes will be given.
- Children signed up for release days must attend the field trip or special event. If your child is not interested in our trip or activity, you will need to make other arrangements for the day.

- All activities are planned by the Site Leaders and reviewed by the Ventures Coordinator and deemed age-appropriate.
- Staffing ratios are increased to make sure that safety is a first priority.
- All Release days require a minimum of 15 children enrolled to operate. Families will be contacted in advance if a release day is cancelled due to low enrollment.

## **Contract Terms**

### **Schedule Changes/Add Ons**

- Additional days may be added if space is available at the option two rate. The add on payment is due at the time of service (drop off or pick up).
- You may make permanent schedule changes to your child's contract by submitting a change of schedule form. Sign, date and return to the form to the Site Leader or the Community Services Division Office with a \$5.00 contract change fee. The change of schedule will become effective within two weeks from the date the request was received.
- No contract or calendar changes can be made until October.
- Only two contracted changes are allowed per child per school year. If more than two are made, you will automatically be changed to the next Option (Ex. Option one moves to an option two agreement).

### **Additional Fees**

- A Registration Fee of \$30.00 for all students must be paid before your registration will be processed.
- A Late Pick-up Fee of \$1.00 per minute per child will be charged for children not picked up by the 6:00 pm closing time.
- A \$5.00 Finders Fee is charged if your child's Site Leader does not receive a call or written notice letting us know that your child will not be in attendance on a given day and we have to spend time looking for your child after school. Your child's school DOES NOT automatically communicate absences or messages with our staff.

### **Additional Contract**

- Each child is permitted to be signed up for one option only.
- Full payment is due whether or not your child is in attendance.
- No credits for changes will be given for sick days or vacation days.
- Payments are due in advance of service as we are a pay ahead program.
- Account summaries will be generated at the end of each month that will show your families account status.
- KidVentures reserves the right to limit or terminate service due to non-payment.
- If payment is made at a child's site, please allow 2 days for payment to reach the KidVentures office.
- All billing is done at the Community Services Division Office, located at the Northfield Community Resource Center, not at the elementary sites. For billing inquires, contact the Community Services Division office at 508-664-3750.

### **Sick Vacation Leave**

KidVentures does not credit tuition for sick days or vacation days during the school year program.

## Staff Responsibilities

- To provide safe, enriching, challenging, engaging and fun activities for children.
- To address the children, each other and parents/guardians in a positive, respectful and constructive manner.
- To report any evidence or suspicion of child abuse or neglect as **required** by MN State statutes.
- To post locations of children when they are away from assigned room or family check-in area.
- To initiate discussion with you about your child and to use the parent table as a means of distributing written communication.
- To build healthy, positive relationships with the students and families.

## Staffing

KidVentures sites are staffed according to the age and number of children in attendance:

1 staff member per 10 – 12 Kindergartners

1 staff member per 12 – 15 students grades 1 – 6

1 staff member per 12 students if the group includes Kindergartners.

KidVentures staff members are selected for their education and experience in working with children. They are expected to demonstrate sound judgment, dependability, responsibility, and the ability to create an environment which reflects care, respect and safety for children. They also must relate well to children, families and other staff members.

All staff members are expected to participate in continuing education activities and in-services offered throughout the year such as safety and supervision, child protection, behavior management techniques, diversity, curriculum and conflict resolution.

KidVentures staff are certified in First Aid/CPR. **Criminal background checks are required for all newly hired Northfield Public Schools employees.**

## Behavior Expectations

Children are told what is expected of them in a positive, yet firm manner. The staff members make sure that children understand what the expectations are. Staff persons apply the expectations consistently and appropriately and praise appropriate behaviors.

- **Behaviors which are considered inappropriate and harmful:**
- **Behavior which threatens the safety of children or staff is considered unacceptable. A child exhibiting these behaviors may be suspended from the program immediately.** A parent/guardian conference is required before the child can return to the program.
- **Behavior which directly or indirectly threatens others,** including any form of aggression such as hitting, kicking, pushing, biting, throwing objects, verbal threats, disrespectful language, inappropriate gestures, inappropriate touching, etc.
- **Behavior which prevents a staff person from fulfilling his/her ability to be available for all children,** including removing self from group or program area without staff approval, or demonstrating lack of self control (anger, blatant disrespect or absolute refusal to follow directions of staff person in charge.)
- **Behavior which intentionally causes destruction of property.**
- **Behavior which demonstrates child's lack of readiness for KidVentures,** including not being toilet trained, not being dressed appropriately for school/weather, any behavior resulting from inadequate or untimely administration of medication or not being able to interact appropriately in a group setting.

## Behavior Management

It is KidVenture's goal to promote a positive approach to child care and the management of behavior issues. The program is designed to offer an environment that:

- Provides a positive, safe and pleasant atmosphere for children.
- Meets the developmental level of the age group.
- Provides space for privacy and independence as well as group space.
- Maximizes the capacity of staff supervision.

In an effort to demonstrate our commitment to the district-wide values, children are expected to: respect self, other children and staff; accept each others' individual differences; accept the consequences of their behavior; let staff know their needs; and respect others' equipment and property.

**Every effort will be made to make reasonable adjustments to the program to accommodate the unique needs of each child.** If a child demonstrates behavior which has a negative impact on the child or others, the staff will make adjustments in one or more of these areas: environment, grouping of children, activities and staffing. Staff will help the child to understand the impact of his/her behavior and identify acceptable alternatives to unacceptable behavior. Staff and peers provide positive modeling of appropriate behavior. Children are encouraged to take responsibility for their actions.

## Suspension from School

If a child is suspended from school or sent home by a school staff, s/he may not attend KidVentures. Children who are suspended are not allowed to be on School District property. Charges for child care will remain in effect as scheduled.

## Behavior Incident Reports

A serious disciplinary action such as those listed will result in a *Behavior Incident Report* being filed. Charges will be assessed for behavior leaves resulting in one, three, and five days off. Should a child receive a sixth *Behavior Incident Report*, charges will cease with the last date of service, and alternate care must be found immediately, as the child will not be allowed to return to the program. This *Behavior Incident Report Policy* is inclusive of all School Age Child Care Program options, i.e., Summer and School Year Programs, as well as Non-School Enrichment/Late Start/Early Release Days when children attend a KidVentures field trip. *Behavior Incident Reports* accumulate consecutively throughout these program options.

### 1<sup>st</sup> Behavior Incident Report:

Parents/guardians, site staff, and child will discuss the behavior to resolve the situation. Parents/guardians will be informed that should a **second** *Behavior Incident Report* occur, a meeting will be scheduled to include the parent/guardian, child and Site Leader.

### 2<sup>nd</sup> Behavior Incident Report:

Parents/guardians will be contacted for a meeting to include the parent/guardian, child and Site Leader. The process continues should a parent/guardian refuse to attend a meeting. The parent or guardian will receive a written warning that should a **third** *Behavior Incident Report* occur, the child will need to take a one-day leave of absence from the program.

### 3<sup>rd</sup> Behavior Incident Report:

Parent/guardian will be notified by telephone or in person that the child will need to take a one-day leave of absence from the program on the next scheduled day. (Fees will be charged during this absence.) The parent or guardian will receive a written warning that should a **fourth** *Behavior Incident Report* occur, the child will need to take a three-day leave of absence from the program.

### 4<sup>th</sup> Behavior Incident Report:

The parent or guardian will be notified by telephone or in person that the child will need to take a three-day leave of absence from the program beginning with the next scheduled day. (Fees will be charged during this absence.) The parent or guardian will receive a written warning that should a **fifth** *Behavior Incident Report* occur, the child will need to take a five-day leave of absence from the program.

### 5<sup>th</sup> Behavior Incident Report:

The parent or guardian will be notified by telephone or in person that the child will need to take a five-day leave of absence from the program beginning with the next schedule day. (Fees will be charged during their absence.) The parent or guardian will receive a written warning that should a **sixth** *Behavior Incident Report* occur, the parent/guardian will be

required to find alternate child care immediately, and the child will not be able to return to the program. Charges will end with the last date of service.

#### **6<sup>th</sup> Behavior Incident Report:**

The parent or guardian will be notified by telephone or in person that alternate care will be needed immediately, as the child will not be allowed to return to the program. Charges will end with the last date of service.

After one (1) full calendar year of absence from the program following the sixth *Behavior Incident Report*, a child may be considered for re-entry into the program if the following criteria are met:

1. A goal-setting meeting with parents or guardians and staff will be scheduled to discuss improvements in the child's behavior that may need to occur that will allow for a successful return to the program.
2. The parents or guardians understand that the receipt of one (1) *Behavior Incident Report* constitutes immediate dismissal from the program with no remaining chances for return.
3. All outstanding balances have been cleared from the parent/guardian account.
4. The child will return to the program based upon enrollment availability. If the child's site has a waiting list, s/he will not pre-empt other children. The child cannot be placed on a waiting list until the above criteria have been met.

#### **Dismissal from the Program**

KidVentures reserves the right of immediate dismissal of a child from KidVentures based on probable cause as listed below:

##### Child related probable cause for dismissal:

1. High absenteeism, non-attendance for 10 or more *scheduled* consecutive days, without parent notification.
2. Significant harmful/inappropriate behavior toward staff, children or other parents.
3. KidVentures can not meet the needs of your child.

##### Parent related probable causes for dismissal:

1. Failure to complete, sign and return appropriate program forms.
2. Harmful/inappropriate behavior toward staff, children or other parents.
3. Consistent late or non-payment of tuition and program fees
4. Refusal to cooperate and work with KidVentures staff to correct behavior concerns of their child.
5. Repeated instances of failure to sign child in and out
6. Lack of adherence to KidVentures policies and procedures.
7. Repeated instances of late pick up.