

Cannon Falls

Cannon Kids

Parent/Guardian Handbook



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Contact and Attendance Line

Cannon Kids Coordinator

507-263-6800 ext. 1261

Maddy Siebenaler

cannon.kids@cf.k12.mn.us

Community Education Coordinator

507-263-6800 ext. 1411

Tammy Baird

community.ed@cf.k12.mn.us

Community Education Coordinator

507-263-6800 ext. 1410

Reid Olson

olson.reid@cf.k12.mn.us

Cannon Kids Before/After School

Attendance Line

507-263-6800 ext. 1270



Welcome to Cannon Kids

Cannon Falls Cannon Kids offers quality, school age care at our elementary school in Cannon Falls School District. Cannon Kids provides enriching out-of-school-time activities before and after school, on non- school days and during the summer months.

Mission Statement

_____ To serve the Cannon Falls community and surrounding areas by providing safe, enriching child care for children, and to provide opportunities for children to develop socially, emotionally, and physically.

Cannon Kids Believes...

- That each child is unique and has individual strengths and needs
- That it is our job as staff members to meet the needs of each child and help them to develop into respectful, positive, and confident people by encouraging them to pursue their interests, develop friendship, and gain independence
- That our responsibility to promote independent thinking, self respect and an understanding of individual differences by maintaining a safe and caring environment
- In promoting and providing positive youth development and youth led activities
- In maintaining and providing an ongoing program of professional development for each staff member, depending on the needs of the program and then individual staff members.

Activities Include:

- | | | |
|----------------------------|---------------|-------------------|
| • Gym time | Quiet Time | Health & Safety |
| • Choice Time | Dramatic Play | Outside Games |
| • Homework time | Arts & Crafts | Sensory Play |
| • Leadership Opportunities | Life Skills | Cooking |
| • Field Trips | Snack Time | Science Discovery |

Hours

Cannon Kids is available Monday- Friday Year Round
Program Hours: Before School- 6:00 am to school start time
After School- after school to 6:00 pm
Non School Days AND Summer 6:00 am- 6:00 pm

Holidays

With the exception of designated dates prior to and following the summer program, Cannon Kids will be CLOSED the following recognized holidays when the school buildings are closed.

Good Friday
Memorial Day
Juneteenth
Fourth of July

Labor Day
Thanksgiving Thursday & Friday
Christmas Eve & Christmas Day
New Year's Eve & New Year's Day

Schedules

School Year: School Year registration begins in July

Before School Fees: Fees for before school care is \$7.00 a day per child.

After School Fees: care is set up with a two tier billing system. Cost is \$9.00 until 4:30pm or \$13.00 until 6:00pm for your first child.

Non School Days Care is available on some non school days fee is \$36.00

Summer Camp Costs

5 days/week- \$180.00
4 days/week- \$144.00
3 days/week- \$108.00
2 days/week- \$ 72.00



All families will be offered a 10% discount for any additional Pre-K-5th grade children within your family that are enrolled in our program.

Contracted non-school days will be \$36.00 a day. Non-contracted no school days will be \$45.00 a day.

Summer: Summer registration begins in March

IMPORTANT! If your child is accepted into Cannon Kid's school year program and you selected the *Before School* and/or *After School* care options, you will enter into a **BILLING CONTRACT** and will be **REQUIRED TO PAY FOR A MINIMUM OF TWO (2) DAYS PER WEEK** throughout the school year—regardless if your child attends less days (excludes days Cannon Kids is closed). ****ALL previous Preschool/Cannon Kids fees need to be current before registration is accepted.**

Registration and Enrollment

Registration:

To participate in Cannon Kids all children must be pre-registered, and have a care schedule turned in. Enrollment may be limited. Your registration for participation is not guaranteed acceptance into Cannon Kids. All registrations will be approved related to appropriate staff to student ratios, space in our schools, and health and safety mandates and guidelines. Once your registration is approved you will receive an email confirmation.

Registration Requirements

- Completed registration form
- Registration fee paid
- Care schedule filled out
- Medication Authorization Form /Allergy Action Plan forms if applicable
- Immunization information **if not already provided to Cannon Falls Area Schools
- Registration is not complete until all of these are turned in.

This can be sent to the Cannon Kids Coordinator via email to cannon.kids@cf.k12.mn.us or mailed to 1020 E Minnesota Street, Cannon Falls, MN 55009

Registration Fee of \$20.00 per child for current Cannon Kids. Meaning, an active account with students attending at this time. \$25.00 per child for new Cannon Kids students. \$60.00 cap per family. **Registration and enrollment fees are non-refundable.**

Enrollment:

Enrollment in Cannon Kids is available during the school year for children preschool through 5th Grade. A child can enter Cannon Kids at any time, if space is available. Preschool aged (3-5) children must be enrolled in Cannon Falls Preschool. During the summer for children entering preschool through 6th in the fall.

Schedule Changes to your Calendar

All schedule changes should be made at least 24 hours in advance. To make a schedule change email cannon.kids@cf.k12.mn.us or call Maddy Siebenaler at 507-263-6800 ext. 1261).

Please notify Cannon Kids if your child will be absent for any reason. Parents/Guardians will be billed for all scheduled days after their 3 sick days are used. Please remember, if your child is at Cannon Kids, they will need to be well enough to attend school.

Calendar: Each month, families are required to fill out a calendar concerning the dates/times your child will be in the care of Cannon Kids. Billing will be based on these arrangements. Calendars will be e-mailed to the address each family has on file. A paper copy can also be requested.

Payments and Credits

Cannon Kids requires all accounts to be managed with making consistent payments. Prompt payment on accounts is vital to day-to-day operations. An emailed invoice of current charges will be emailed out weekly. Payments are due 7 days after the statement is emailed. Payments are expected by the due date; otherwise a **\$15.00 late fee** will be assessed. Cannon Kids reserves the right to discontinue or limit services due to failure to meet payment obligations as defined in this contract. Cannon Kids accepts payment in any of the following forms:

- Payment by check
- Payment by cash
- Payment by Tuition Express automatic withdrawal
- Payment by Tuition Express online

For more information on payment methods, please contact Cannon Kids at (507) 263-6800 ext. 1261 or email cannon.kids@cf.k12.mn.us

Program Charge and Additional Fee

- Registration Fee: \$25.00 new student \$20.00 existing student (Non-Refundable)
- Late Payment Fee: \$15.00
- Late Pick Up Fee: Cannon Kids closes at 6:00pm. If you are late picking up your child(ren), you will be charged \$10.00 for every five minutes staff and your child must wait for you to arrive. Continual late pick-up may result in termination of your child's care.
- **No show/ No contact** will result in you being charged full price for the day of care you signed up for. **If you cancel without a 24 hours notice, you will be billed full price for that day of care.**
- **PLC Early Release Days** - There is an additional charge of \$6.00, which will be added to the regular scheduled fee for an Early Release Day (usually one per month) to accommodate extended staffing schedules.
- Late Calendar Fee or No calendar fee **\$10.00** (Calendars are due by the 15th of the month before). **Fee will be applied to all accounts that do not turn a calendar in by this date.**
- **No Show/Cancellation Fee** - You will be charged if there is a schedule change without a 48 hour notice. Before school will be charged **\$7.00**, after school **\$9.00** and full day care will be charged **\$36.00**.
- **Drop-In Fee** - A charge of **\$6.00** in addition to the daily rate of care will be charged to your account for care needed without 48 hour prior notice.

Financial Assistance to those who qualify, *assistance is available to eligible families through Goodhue County. For more information, contact Tiffany Nelson at Goodhue County Health and Human Services. 651-385-3201. Cannon Kids is a District #252 Community Education Program.*

***Payment and billing questions should be directed to Maddy Siebenaler at 507-263-6800 ext. 1411 or email cannon.kids@cf.k12.mn.us**

For Your Information

All are Welcome ISD 252 Cannon Kids does not discriminate on the basis of color, gender, gender identity, religion, sexual orientation, race, other abilities or disabilities in our educational programs, activities or employment

Breakfast and Snack A healthy afternoon snack is offered afterschool. Students participating in the before school program will have the option to purchase a through their lunch account or bring something from home. Please make sure staff are aware of any diet restrictions your child may have. Breakfast will be served between 7:30am-8:30am

Non School Days and Summer Program Lunch bag lunches are required on Non school days and during the summer program. We do not have access to refrigerators or microwaves. Breakfast will be served between 7:30am-8:30am on non school days and during the summer. Cannon Kids will provide a light breakfast on these days.

Summer Items If your child will be in our Summer Cannon Kids Please send sunscreen and/or bug spray with your child. These should be labeled with your child's first and last name (Parents must sign authorization form for staff to administer). It is also encouraged that you send a refillable water bottle with your child. Please label with their name when possible. Preschoolers should bring a blanket and pillow if desired for a nap. Rest time will be encouraged for all preschool children.

Toys and Games From Home Parents must accept responsibility for any item they send with their child to Cannon Kids. If staff deems a belonging to be inappropriate for the school setting, the belonging will remain in the child's backpack and should not be brought back. If a child is struggling with an item they brought from home. Staff will have children put items in their backpack.

Birthdays or Other Treats Families are more than welcome to provide a treat that is not food related (stickers, pencils, etc.) but it is certainly not necessary. Children will be recognized and celebrated in their classroom when it is their birthday through items and rituals that do not involve food.

Cannon Kids T-Shirts Cannon Kids T-shirts are intended to be worn on ALL field trips as a visual identifier for staff. Children will not be required to wear t-shirts to attend the program. T-shirts will only be provided when Off-Site field trips are scheduled. Parents must purchase for summer program. T-shirt fee will be charged to the child's account.

Children's Attire Children should be adequately dressed for indoor and outdoor activities EVERY day. Winter outdoor play will require a jacket, snow pants, boots, hat and mittens or gloves. All belongings should be labeled with the child's name. During summer, it is important to wear shoes that cover toes. A lost and found is available within the school for parents/guardians to check periodically. Items will also be put on our Facebook page. Cannon Kids will not be responsible for lost or missing items. Please have tennis shoes for your child at Cannon Kids each day. No boots, stocking feet, slippers, flip-flops, or bare feet in the classrooms.

Ratios Cannon Kids staff to child ratio is 1:15 for Kindergarten thru 5th grade. 1:10 for preschool. Generally Cannon Kids operates with a maximum classroom of 30 students for school age and 20 for preschool. There are times in multi-purpose spaces when "group" sizes will appear to be above the

maximum suggested numbers. Children are then self-grouped in smaller numbers at several interest centers and play areas. In unusual circumstances an activity may run on a higher staff to child ratio.

Special Accommodations or Needs Cannon Kids understands the involvement and attention required to provide a meaningful experience for children with special needs or requiring accommodations.

We seek to understand the need or accommodations in order to provide the necessary support to the child.

Cannon Kids will make every attempt to work with the family to provide the best experience for the child.

Disclosure of Information Information about an individual child, or the parents or guardians of that child will not be disclosed to persons other than the facility staff or the Department of Human Services (DHS) or the Department of Education (MDE).

Emergency Closing Procedures Cannon Kids will follow the district's decision to close school due to weather. Therefore, if school is closed, Cannon Kids will also be closed. On late start days (2 hour delays), Cannon Kids will open at 8:00am.

When school closes early, your child will be sent to Cannon Kids, Bus or Parent Pick per option that was marked on your registration forms. In this situation, parents will be expected to pick up as soon as possible. If school is dismissed Cannon Kids will close 2 hours after school is released. Weather delays and cancellations will be announced on Facebook, WCCO, KWING, KDHL as well as CBS, ABC, FOX and NBC.

Outdoor Play Spending time outdoors is an important part of Cannon Kids programming. Children will frequently spend time outdoors participating in a variety of activities.

Winter: Outdoor clothing including coats, snow pants, boots, hats, gloves/mittens, and scarves are important so that children may participate. If the outside wind chill is below zero degrees, children will remain inside that day.

Summer: Children must self-apply sunscreen and insect repellent. Water play will be encouraged during the summer, so extra clothing is encouraged. Children will be encouraged to drink water frequently and may bring a spill-proof water bottle/container clearly labeled with their name

SAFETY AND SECURITY

Practice Drills: Cannon Kids will conduct practice tornado drills, fire drills, and lockdowns. Do not be alarmed if this is occurring when you arrive at the site. The children's safety is top priority, and we want both the staff and children to be familiar with the procedures. These procedures are the same as they practice during the school year.

Field Trips

Canon Kids Field Trip Procedures

- Smaller staff to student ratios are maintained during all field trips
- Children registering to attend field trips must go with Cannon Kids to and from the trip location. For the security of your child, it is required that children are dropped off and picked up at the site.
- Extra staff members are available on field trips (beyond minimum ration) or lower youth to adult are maintained while on the field trip
- Staff members are assigned to a specific group of children for the duration of the field trip or event.
- Staff members proactively plan for medication administration, injuries, and other emergencies during off site trips and events
- When in the sun, they will wear sun protective clothing and apply sunscreen(Cannon Kids will require parents/guardians to provide their child’s sunscreen. Our staff will help with the application of sunscreen.
- To allow for smaller ratios, Cannon Kids reserves the right not to provide staff back on site during the field trips.
- Please talk to your child about staying safe on field trips. Cannon Kids expects children to stay with staff at all times. If a child runs away or does not listen to staff requests, they will be given one warning. After the first warning, the child will sit out, meet with the coordinator and talk about what happened. If we continue to see this behavior on a second trip, the child will not be allowed to go on future field trips with Cannon Kids.

Field Trip Checklist

- Cannon Kids t-shirts are required for off-site summer field trips
- Bag lunch and beverage required unless otherwise notified
- Sunscreen. Please make sure child has sunscreen
- Appropriate outdoor clothing. The outerwear you send with your child will be what they are expected to wear outside and/or swimsuit and towel for water trips.
- Consent. Granting permission to authorize your child to attend and participate in any Cannon Kids field trip.
- Field trip costs will be billed separately for each field trip.
- A blanket permission slip for trips that are within walking distance from the center, i.e. park, library or local businesses. Children are expected to show ‘Real Deal Behavior’ at school and during any field trips.

On field trip days departure times will be posted. Your child should arrive **30 minutes** before we leave to make time for sunscreen, packing lunches, and getting shirts on.



Parent Responsibilities

- Read the Parent Handbook
- Communicate with program staff
- Please be responsive to our phone calls and emails. We may need to reach you in an emergency or to retrieve important information related to your child
- Manage your online billing account by making payments
- Label personal belongings. Cannon Kids is not responsible for lost or stolen items.
- Notify Cannon Kids if your child will be absent for any reason. **Messages left with the school office staff may not reach Cannon Kids Staff.**
- Send a water bottle with your child each day
- Dress your child appropriately for the weather

Transportation Transportation for field trips will be provided by ISD 252 contracted bus company. Emergency transportation will be provided by the appropriate emergency vehicle. Children may never be transported by staff personal vehicles for any reason. This policy is to protect the child, the staff, and for reasons of district and personal liability.

Transportation to Community Education Activities

For a one time fee of \$25.00, Community Education will transport and/or chaperone students to swimming lessons and all Community Education or school related camps, clinics, classes and leagues. In the event a Cannon Kids field trip is planned on the same day as swimming lessons or a Community Education or school related activity - all children will attend the field trip and no transportation will be provided.

Children Off and Pick Up All drop off and pick up is done outside of Door C of the Elementary School building with a staff member. Please wait outside until you are greeted at the door. Doors will remain locked for security purposes and to limit access to the building. If you are not immediately greeted by staff, please call (507) 263-6800 ext 1411 then someone will bring your child to the door.

Managing Authorized Pick Up (Including sibling pick-up) Children will be released only to their parent/guardian or those designated as " Authorized Pick-Ups" only. You may add Authorized Pick Ups at any time by contacting us by email. Siblings may pick up but must be at least 12 years of age and listed on the Authorized Pick-up. Staff are required to ask for a photo I.D. from the persons not familiar to pick them up. If anyone other than the authorized persons will pick up your child, you must email cannon.kids@cf.k12.mn.us PRIOR to the scheduled pick-up time.

Withdrawing from Program

A one week written notice is expected. Families will be billed for contracted fees during this last week. Re-entry to Cannon Kids is allowed if there is availability and the family must not have unpaid balances to return.

SAFETY AND SECURITY

Practice Drills: Cannon Kids will conduct practice tornado drills, fire drills, and lockdowns. Do not be alarmed if this is occurring when you arrive at the site. The children's safety is top priority, and we want both the staff and children to be familiar with the procedures. These procedures are the same as they practice during the school year.

Emergency and Accident Procedure Policy

1. **Administering First Aid:** All staff members will be trained in First Aid and infant and child CPR. In the event of an accident, a staff member will evaluate the accident and decide on the appropriate course of action. Minor accidents such as scraped knees, etc. will be washed with warm water. A bandage will be applied. Parents/Guardians will be informed of any such incidents upon or at pick up. Accident reports will be filed any time it is necessary to call parents/guardians or if the incident requires treatment by a physician. A report must be filed with DHS within 24 hours should a serious injury occur.
2. **Fire Prevention and Procedure:** All staff and children will participate in routine fire drills. The fire evacuation routes will be discussed and a record kept of all drills. Indicating the date and time drills were practiced. A procedure to account for all children will be part of each drill.
3. **Natural Disaster:**
 - a. **Tornadoes:** In the event of a tornado, staff will gather all children together and go to the designated tornado safe area. All children will be instructed to remain seated until danger has passed.
 - b. **Blizzard:** In the event that parents/guardians are delayed in picking up their children, Cannon Kids will remain open to care for the children until parents arrive.

Early Release, Absences

PLC Early Release Days - There is an additional charge of \$6.00, which will be added to the regular scheduled fee for an Early Release Day (usually one per month) to accommodate extended staffing schedules.

Communicate Absences Please notify Cannon Kids if your child will be absent for any reason. Parents/Guardians will be billed for all scheduled days after their 3 sick days are used. Please remember, if your child is at Cannon Kids, they will need to be well enough to attend school. As we take the care and safety of all children seriously, we will spend the necessary time to search for those that do not check in after school when scheduled to do so. **In the event you do not report your child's absence to Cannon Kids a \$10 "finders fee" will be charged to your account**

Sick Days: Each child will receive 3 "sick days" a summer. School year you will also be given 3 "sick days" to use. This will allow no charge due to illness up to 3 times in the summer and school year.

Please notify both the Cannon Kids and the Elementary Office of all last minute (day of) changes to your after school schedule - This is the best way to assure your child gets to where he/she needs to be.

Illness, Medications, and Allergy Prevention

Illness of a Child

If your child becomes ill at Cannon Kids, they will be isolated and resided in a quiet area of the room and the staff will immediately contact the family. Families will be asked to pick up within a one-hour time frame.

Cannon Kids follows school district policies for excluding children for the program in the instance of illness. Students are not allowed to attend Cannon Kids if they have any of the following conditions

- Fever if 100 or more: Student needs to stay home for 24 hours after the temperature returns to normal
- nausea/vomiting
- diarrhea,
- or indicate any other type of illness at home

If your child is absent from school for illness, he/she will not be permitted to attend Cannon Kids

Bringing a sick child to Cannon Kids results in further inconvenience to the parent/guardian who must return to pick up the child, possible exposure of illness to other children/staff, and a general uneasiness for the sick child. Children need to be free of symptoms for at least 24 hours without fever-reducing medicine before returning to SACC. If a child becomes ill while attending Cannon Kids, s/he will be isolated from the other children and allowed to rest in a quiet area. The parent/guardian will immediately be notified to pick them up as quickly as possible. If a parent/guardian cannot be reached, persons listed as adult emergency contacts on the contract will be contacted and requested to pick up the child as quickly as possible. The child will not be actively participating in activities with other children while waiting to be picked up. If a child is medically diagnosed with an infectious disease, the Cannon Kids staff will post a notice on site in a conspicuous location for parents to see. The notice will include the diagnosed illness, the possible date of potential exposure and signs and symptoms to watch for. The child's name will not be disclosed.

Exclusions

Contagious Illness: Children may not remain in Canon Kids if they are found to be contagious with illness. Some of the most common concerns include the following:

- **Impetigo, Strep Throat, Ringworm**—Children may return 24 hours after treatment.
- **Chicken Pox, Shingles**—Children may return after all blisters have dried into scabs.
- **Vomiting, Diarrhea**—Children may return 24 hours after symptoms have resolved without the use of fever-reducing medication.
- **Fever of greater than 100 degrees**—Children may return 24 hours after fever has resolved.
- **Head Lice**—The Goodhue County Public Health Guideline recommends that students identified with head lice be allowed to stay in school until the end of the school day. The parents/guardians will be notified immediately regarding their child's condition and will be given instructions on treatment. Your child may return to Cannon Kids after treatment.

Reporting and Recording Injuries

If an injury occurs, first aid is administered and an injury report is filled out by staff. The report will describe the nature of the incident and the follow-up care that was provided. This information will be shared with you upon arrival to pick up your child. In the event of a more serious accident or injury, parents will be notified as soon as possible. Cannon Kids is not responsible or liable for any accident or injury which may occur in the absence of negligence by the staff

Medications

Prescribed Medications

Cannon Kids will administer prescribed medications ONLY after a Medication Authorization Form has been signed by both physician and parent and submitted to the coordinator. All medications, including prescription medications must be kept in the original container or prescription bottle, clearly labeled with the child's first and last name. Staff are not qualified to decide whether or not a child requires medication. Medication will not be administered until all paperwork has been completed. Medications will be administered ONLY to the child whose name is on the label. Cannon Kids will keep a log of medications distributed including name of child, name of medication or prescription number, date, time dosage, and name and signature of the staff person who administered. If your child requires an inhale, we will need a copy of the asthma action plan. Medication will not be administered after the date on the label.

Non-Prescription Medications

Staff will ONLY administer over the counter medicine, when authorized (ie, aspirin, tylenol, etc.) and in accordance to manufacturer's instructions or with written instructions by a licensed health professional. Medications must be in the original container, labeled with the child's first and last name. Parents must complete a Medical Authorization Form at the time of drop-off and prior to giving the medication

- All medications with expired dates will be returned to the parent
- All medications will be stored according to the directions on the original container, clearly marked with child's first and last name
- Cannon Kids will keep a log of distribution of medication including name of child, name of medicine or prescription number, date, time, dosage, and name & signature of staff person who administered
- Only medicine prescribed by a licensed physician may be administered
- It must be in its original container showing the child's first and last name, date filled (must be a current prescription) and directions for use
- The child's parent/guardian must complete and sign a medication authorization form specifying time and dosage of medication to be given
- Medication will be administered in private
- Parents should inform staff the last time the medication was given
- Staff will document and sign the medication log form each time the medication is administered
- All medications will be stored in a locked cabinet, and in accordance with the directions on the container
- Medications will NOT be administered after the expiration date (unless accompanied by doctor's permission)
- Expired medications will be returned to the parent or destroyed if unused.
- Medication will not be administered until all paperwork has been completed
- Medication will not be administered after the date on the label

Allergy Prevention and Response Before a child can attend Cannon Kids parents/guardians must provide documentation of any known allergy. Cannon Kids will maintain current information about the allergy in the child's file and an Allergy Action Plan (AAP) will be developed. The AAP will include 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. Cannon Kids staff will review AAP's at least annually or following any changes made to allergy-related information in a child's file or on their AAP. Documentation of staff view will be kept at Cannon Kids.

Children's allergy information will be readily available at all times including when on site and when on a field trip. Allergy information will also be readily available to all Cannon Kids staff in areas where food is served. Cannon Kids staff will contact a child's parent or legal guardian as soon as possible in any instance of exposure or allergic reaction that requires medication or medical intervention. Cannon Kids will call emergency medical services when epinephrine is administered to a child during care

Emergency Preparedness/Inclement Weather, School Closings, Late Start, and Early Release Notifications

Risk Reduction Plan Cannon Kids developed a Risk Reduction Plan to minimize risks and ensure the safety and security of our staff, students and families. This plan focuses on the following.

Traffic- Our outdoor spaces are limited to the defined playground areas/fields spaces, and away from the major roads and intersections. Walking trips are taken on neighborhood paths and away from major roadways. When necessary, staff will use traffic lights and designated walkways to manage flow of walkers.

Water- Children are under direct and constant supervision of staff when visiting pools, ponds, or lakes for educational purposes. Children are under the direct supervision of aquatics and program staff, with smaller than typical staff to student ratios when on trips and swimming lessons. Children's games and swim skills/abilities noted. Children are directed to the areas that are appropriate to their swim levels. Staff are located both in and adjacent to the water when on swim trips. Lifeguards are on duty for all swim trips and lessons.

Electric Hazards- Program areas used by staff and children are free of electrical hazards, including exposed wiring, damaged electrical equipment or electrical outlets. In the event a risk, hazard, or malfunction is discovered, staff are directed to notify the coordinator and/or school maintenance for immediate correction.

Field Trip Exclusions and Contingency Plan- Field trips are an important part of the Cannon Kids experience, and being prepared is essential. In the event that a student is not regulated and there are behavioral issues before and/or during the field trip which compromises staff, other students, or the child's safety, parents will be notified and asked to pick this child up from the field trip venue before the trip is complete or from the Cannon Kids site prior to departing.

Building and Physical Premises are Safe and Free of Hazards- When repairs are required, our Coordinator and maintenance staff are notified immediately for timely repair. All hazards are removed whenever possible. Classroom furniture and equipment are soundly structured and appropriate to the age and size of the children in that classroom or program area. Hazardous items (including, not not limited to sharp objects, medicines, cleaning supplies, poisonous plants, and chemicals) are out of the reach of children and vulnerable adults.

Emergency Drill and Preparedness-All Cannon Kids staff and students participate in quarterly drills related to extreme weather, fire, modified Alice drills, during school hours. This allows all participants to have familiarity with the process of "what to do" in the event of an emergency situation, during the out-of-school time hours. Written plans are also posted in the building

Weather Causing a School Closing-In the event that the Cannon Falls District closes due to extreme weather or other emergency, Cannon Kids will be **CLOSED**. In the event of a closing, all attempts will be made to notify you by email. Refer to announcements and posts made on Facebook, Community Education, and School District Websites.

- If there is a **2 hour late start**, Cannon Kids will be open two hours late, at 8:00 am
- If school is **released early** due to weather, Cannon Kids will also close early
- If **evening activities are canceled** but elementary school remains in session all day Cannon Kids will remain open until 6:00 pm or until a time that is deemed necessary according to the weather conditions. We encourage parents to make arrangements to pick up as early as possible.

Cannon Kids staff are here to provide your child a safe, welcoming environment by offering opportunities for building valuable life-long skills and meaningful relationships. We look forward to working with and helping your child grow.

Behavior Expectations/Consequences Respect - Effort - Attitude - Learning

Behavior expectations are set so that Cannon Kids can remain a safe and welcoming place for all children, parents and staff. Cannon Kids are expected to show 'REAL Deal Behavior.' Our staff will make every attempt to redirect behaviors and encourage/praise good behavior.

| | Classroom | Hallways | Commons | Recess/ Playgrounds | Cafeteria | Assembly | Bus | Bathroom | Arrival/ Dismissal |
|------------------|--|---|---|--|--|---|--|---|---|
| R espect | -Hands/Feet to self -Appropriate Voices -Treat others the way you want to be treated | -Walk -Whisper voices -Hands/Feet to self | -Use inside voices -Keep clean and organized | -Use equipment properly -Follow adult directions -Include everyone -Share and take turns | -Quiet voices -Use manners -Clean up eating area -Stay in seats -Walk | -Sit on pockets -Hands in lap -Listen and watch | -Sit up with back against seat -Sit on pockets -Inside voices -Hands/Feet to self | -Respect others' privacy -Wait your turn -Use facilities correctly -Return to class quickly and quietly | -Walk on sidewalks -Hands/Feet to self -Allow parents and & younger students to enter first |
| E ffort | -Work hard -Try your best -Follow directions -Be on time -Be prepared | -Keep moving -Be prompt -Keep clean and organized | -Stay on task -Be where you belong -Keeps boots under coat rack | -Return equipment -Play safely -Line up when whistle blows -Leave "stuff" on ground (snow, rocks) | -Use time wisely -Return trays and utensils to proper places -Wait patiently in line -Keep hands/feet to self | -Be in learning position -Be prompt -Enter/exit quietly | -Keep aisles open at all times -Keep bus clean and organized -Stay in seat | -Keep it clean -Wash hands -Limit-2 paper towels per use -Throw paper towels in trash -Flush the toilet | -Stay behind yellow line -Go directly to destination -Keep track of belongings |
| A ttitude | -Have FUN! -Be honest -Be accepting -Use kind and positive words | -Use silent greeting -SMILE! | -Be considerate of others | -Use kind words -Play fair -Be honest -Have FUN! -Solve problems peacefully | -Be considerate to everyone | -Be considerate to everyone -Show interest | -Be considerate to everyone | -Be considerate of others -Report vandalism to adult | -Be considerate of others |

R+E+A=LEARNING "We will 'keep it Real' by respecting ourselves, others, and our community and be responsible for learning."

Minor behavior incidents will result in verbal communication from staff. Minor Behavior Include: Inappropriate Language, Physical Contact (pushing), Defiance/Disrespect, Disruption, Property Misuse, Other

Major incidents will result in an incident form being written up. Major Behavior: Abusive Language, Fighting/Physical Aggression, Defiance/Disrespect (Repeated), Harassment/Bullying, Vandalism, Other

Some incidents may result in **immediate** suspension along with **immediate** pick-up of a child. This will result in a meeting between staff, the family and the director. These behaviors include those that impact safety:

- Physical injury to self or others
- Destruction of property
- Intent to run away or hide from staff

Three major write-ups will result in a meeting between staff, the family and the director - a consequence and/or plan will be determined from there. Termination of care will be considered.

If we continue to see the above behaviors, the parent or guardian will be expected to take an active role in solving the problem. In some cases the child may be suspended from the program until a behavior modification plan is developed between staff and parent/guardian. Unsuccessful attempts to modify a child's behavior can result in termination of care.

Dismissal or discontinuance of service options

- Non payment of fees by parent or legal guardian.
- Determination of the staff that Cannon Kids cannot care adequately for or meet the needs of an individual child.
- Determination of the coordinator that satisfactory cooperation from parents or legal guardians with the program's philosophy and efforts does not exist to resolve differences and/or meet the child's **needs through parent/staff meeting**.
- Coordinator deems the behavior of child is found to be dangerous to staff and/or other children in the program

Staff Responsibilities and Expectations

Cannon Kids expects that staff will:

- Treat all children and families with respect
- Celebrate the individuality and diversity of all children within the program.
- Instill values through direct teaching and role modeling.
- Apply program rules consistently and fairly to ensure the safety and well-being of all children.
- Always be expected to practice professionalism

Children's Responsibilities and Expectations

Cannon Kids expects that children will maintain age appropriate behavior. In order for everyone to enjoy a positive experience while participating in the Cannon Kids Program, children will be expected to:

- Be responsible and accountable for while making safe choices
- Respect the school rules that guide them during the day when attending the program
- Respect the rights of others - keep hands and feet to self!
- Respect the program and school property and the property of others.
- Return toys and materials appropriately before taking something else out.
- Listen and follow directions of staff
- Use acceptable language at all times.
- Remain with a staff person at all times.
- Assist in cleanup throughout the day.
- **Have fun!!**