

**KidsPark Parent Handbook  
and  
Membership Terms And Conditions  
2024-2025**



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***The KidsPark Parent Handbook and all the terms and conditions set forth herein detail our program rules as well as your obligations and responsibilities as a cooperative member.***

***This handbook, the late fee policy and with the KidsPark Cooperative Contract, comprises your contract terms.***

***If you have any questions regarding any of the policies stated here, please seek further information from the KidsPark staff, the KidsPark Parents Advisory Committee (KPAC) or the KidsPark Board of Directors.***

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# I. KidsPark Program Policy Information for Parents

## A. Overview

KidsPark is a state-licensed drop-in, hourly child care facility for infants, toddlers and preschoolers in the Twin Cities. The mission of KidsPark is to provide infant through preschool children in the Twin Cities with a safe, nurturing, developmentally appropriate learning through play environment, while providing their families with a professional, flexible, affordable hourly childcare alternative to babysitters or full-time child care. The goal of KidsPark is to enhance the quality of life for families who only require child care on an occasional or semi-regular basis (such as independent contractors, those with varying work schedules, students, and stay-at-home parents), by delivering a quality experience to the children and increasing the sense of community for participating families.

KidsPark is an independent, state licensed, not-for-profit child care program that is run as a parent cooperative. KidsPark teachers meet and exceed state mandated qualifications to work with children in a child care setting. The KidsPark Parent Advisory Committee (KPAC), a committee made up of parent volunteers, teachers and the executive director, runs the parent cooperative. All KidsPark families join as members of the cooperative, and must full-fill work requirements each quarter.

KidsPark is licensed by the State of Minnesota Department of Human Services and meets or exceeds its minimum requirements. Liability insurance is provided and meets the requirements of the State of Minnesota: \$600,000.

KidsPark's Policies and Staff Orientation Handbook with program policies are available upon request from a staff member. If you have any questions, please seek out further information from KidsPark teaching staff, the executive director, the KidsPark Parent Advisory Committee (KPAC) and/or the KidsPark Board of Directors.

## 1. Facility and Program Description

KidsPark is located 525 Pelham Blvd. Saint Paul, MN 55104.

KidsPark serves children from 6 weeks through five years old, but not yet in kindergarten. Children are always under the direct supervision of professional, qualified staff.

Our infant room serves children 6 weeks to 16 months and is open Tuesday through Friday 9:00 am to 3:00 pm. The infant room staff to child ratio is 1:4, with a maximum of 4 children at any one time.

Our mixed age room serves children 16 months through 5 years (not yet in kindergarten) and is open Tuesday through Friday from 9:00 am to 3:00 pm. The staff to child ratio is 1:6, with a maximum of 12 children at any one time.

Our pre-school program runs concurrently with the mixed age room. Children ages 4 to 5 years may be invited to go on off-site excursions, with the approval of their parents. Children 3 years olds maybe included in the pre-school program based on 1) teacher's discretion, 2) child's interest and 3) parents authorization. The pre-school program operates Tuesday through Friday from 9:00am – 3:00pm. The pre-school program staff to child ratio is 1:8, with a maximum of 8

children at any one time.

The child care rooms are carefully prepared and equipped to meet the needs of children using the space. The contents of each room are scaled to meet the size of the children we serve and great care is taken to ensure safety. In addition to providing the facilities and materials for eating meals and snacks, hand washing and toileting, teachers intentionally present a wide variety of materials to meet the various and changing developmental needs and interests of the children. The children's developmental needs and interests are addressed in a number of ways: large and small motor activities; soft and quiet toys and spaces; and opportunities to explore and develop social skills and individuality. The interests of the children inspire activities and most play is child-initiated, providing children with opportunities to explore, create and develop social, emotional and cognitive skills.

KidsPark's scheduled activities provide fine motor skill development through sensory and art explorations; literacy development through reading, storytelling and music experiences; and large motor development through full-body movement opportunities. An outline of the typical day at KidsPark is attached at Appendix A. Suggestions for separating during the drop-off time can be found in Appendix B.

KidsPark cannot accept children who require special physical equipment or medical care without cooperation from parents to make sure all the children in the classroom needs are met. Admission of children with special physical, emotional, social, or behavioral needs will be handled on an individual basis. The staff reserves the right to withhold an application because of illness, age, behavior, or temperament.

KidsPark will not discriminate in admissions or dismissals on the basis of race, sex, religion, creed, color, national origin, sexual orientation or source of payment.

Individuals are welcome to set up an appointment to tour and meet our staff by emailing [teachers@kidsparkdropin.org](mailto:teachers@kidsparkdropin.org) or calling 651-603-0144 and leaving a message.

Key contact information and closure dates are included in Appendix C and D respectively.

## 2. Staff

Our experienced child care staff and participating families work are the keys to the warm, nurturing environment created at KidsPark.

The KidsPark staff currently consists of four positions.

- Infant Room: 1 lead qualified teacher for up to 4 children ages 6 weeks through 16 months
- Mixed Age Room: 1 lead qualified teacher, 1 assistant qualified teacher and 1 morning parent aide for up to 12 children ages 16 months – 4 years
- PreSchool Program: 1 lead qualified teacher for up to 8 children ages 4 – 5 years, not yet in kindergarten

Formal teacher-parent conferences are not held at KidsPark. If you would like to talk at length with the teachers about your child, you are encouraged to make those arrangements directly with the teacher(s).

### 3. Provisions and Belongings

Children should wear casual play clothes and sensible shoes to KidsPark. Children in the mixed age room should wear clothing that allows them to pull on and off themselves. We discourage overalls, snaps and buttons until children demonstrate the ability to dress and undress dolls using snaps, buttons and clasps. Children must wear shoes inside and outside. Please send weather appropriate footwear as KidsPark teachers and children go outside in all types of weather. When boots are necessary outside, please send a separate pair of shoes to be worn while inside to avoid tracking mud and snow into the classrooms.

Children in diapers should come with a **complete** change of clothes including socks. Parents are responsible for providing all diapers, pull-ups, or training pants. All diapers and training pants must be disposable; we are not equipped to handle cloth diapers. KidsPark provides sensitive skin baby wipes for all children.

All clothing, including coats and boots, should be labeled with the family's name (and preferably with the child's first name as well). This is the best way to keep track of possessions. There is a lost and found box located in the hallway for unlabeled items.

Your child should have season appropriate outerwear including footwear. A list of suggested items is posted at the start of each season to help parents remember necessary items. As weather permits, we try to get the children outside for play in the winter months. A child lacking appropriate outdoor clothing in the winter will not be allowed to stay at KidsPark and the family will be charged for their full reservation.

Security objects (special blanket or stuffed toy) are welcome and encouraged at KidsPark. Having a special item from home helps many children transition from their home caregiver to KidsPark staff and classmates. Our staff will do their best to make sure children leave for the day with their special items.

Your child may also bring items from home to show and/or share. However, because things can get lost or broken and sharing is sometimes difficult with an item from home, we ask that you use discretion and help to limit items brought from home.

#### Toilet Learning:

Children learning to use the toilet, (what we call "toilet learning"), should wear clothing they can put on and take off unassisted. Additionally, they should bring **two complete** changes of clothes including socks. Additional details on toilet learning are found in Section 7 "Diapering, Toilet Learning and Hygiene" below.

### 4. Nap and Rest Policy

In the Infant Room, children nap when they are tired. There isn't a set napping/rest time in the infant room. The lead infant room teacher will work with children at all times to help them get the rest they need. Please note, it may take a few visits for your child to rest comfortably in a new setting, this is normal.

The Mixed Age Room has a nap/rest time from 12:30 to 2:30, or later if children are still sleeping or resting quietly. All children will be expected to rest quietly on their own cot for at least 30 minutes. We do not have space to allow children to be off their cots during the nap/rest period.

If you will be picking up your child from the Mixed Age Room during the nap/rest period, please

allow one of the teachers to bring your child out into the hallway to be reunited with you. We try to prevent disruptions to the classroom as much as possible during the nap/rest period.

The pre-school program runs from 9:00 am to 3:00 pm. The preschool program children not do have a formal naptime due to the nature of being out and about. There will be a quieter time after lunch where books and other intentionally quieter activities are scheduled.

## 5. Food

### **Food Allergy Considerations**

**KidsPark is a peanut- and tree nut-free facility, however, food/snacks may still be processed in facilities that also process nuts. Please do not bring snacks or pack lunches that contain peanuts, peanut butter, or tree nuts.**

KidsPark staff pays close attention to the Parent Consent registration forms completed and attempt to make note of those children with food allergies and sensitivities.

KidsPark staff is limited to what families share in the form.

### **Food in the Infant Room**

Parents provide all the food for their child(ren) in the Infant Room. Please be sure to include a little more food that you think your child may normally eat as they may either be choosier and/or hungrier being around more children. The Infant Room teacher will let you know if your child was interested in something another child, or teacher were eating.

As your child's eating habits evolve, please take time to document changes in the child's diet. Even though KidsPark does not provide food for infants, licensing requires us to record changes in the child's eating habits.

If your child requires bottles, families must provide one more bottle than the child normally consumes. **Infants will NOT be permitted to stay for any amount of time without at least one bottle available.**

### **Food in the Mixed-Age Room and the PreSchool Program**

Families provide all the food for their children. KidsPark does not provide snack or lunch, unless absolutely necessary.

#### Snacks:

Snacks are served family style with everyone being offered the same snack, respective of allergies. As a requirement of being a member of the KidsPark community, families provide snacks. Details on snack requirement are presented in the Part B "Cooperative Membership Structure"; section 2 "Cooperative Requirements."

Lunches:

Any child is at KidsPark between 11:30-12:30, must have a lunch provided by their caregiver. As required by DHS licensing, each lunch must include at least 1 serving of the following:

- 1 vegetable,
- 1 fruit,
- 1 protein,
- 1 grain

**Your child's lunch should not contain allergens such as peanuts, peanut butter, or tree nuts or gum/candy. See Appendix E for Lunchbox ideas.**

6. Health and Safety

It is our goal to maintain a healthy environment at KidsPark and it is our obligation to try to ensure the health and safety of everyone. KidsPark staff is certified in Infant and Pediatric CPR and First Aid.

A child should not be at KidsPark if he or she has any of the following:

- An elevated temperature above 100.4 degrees axillary within the last 24 hours
- Diarrhea within the last 24 hours
- Vomiting within the last 24 hours
- Undiagnosed rash within the last 24 hours
- Evidence of a communicable disease such as: strep throat, impetigo, chicken pox, conjunctivitis/pink eye, scabies, ring worm, pin worm

KidsPark staff reserve the right to send a child home because of illness. If staff notices any of the above symptoms when a child arrives, the parent will be instructed that the child cannot remain at KidsPark. If a child becomes ill at KidsPark or if symptoms are noticed after the parent has left, parents will be notified and asked to pick up the child as soon as possible. If you are contacted to pick up your child due to illness/symptoms you will be charged for your full reservation.

If you need to cancel a reservation due to your child's illness, please do so as soon as possible. If your child wakes up sick on the day of your reservation please you may cancel the reservation and you will not be charged. **Illness is the only exception to the rule regarding cancelations after 3:00pm the day prior to your child(ren)'s reservation(s).** To avoid paying for a cancelation due to illness, you must cancel the reservation in Aladtec.

If your child is diagnosed with a communicable disease within 30 days of visiting KidsPark, please inform the Executive Director so we may notify families of a possible infection and to watch for symptoms in others. Notifications are will be emailed; posted to the "Illness Communications" log in the "Discussions" tab in Aladtec; and posted by the doors to each of the classrooms.

**A child must be free of persistent fever (without the aid of medication), diarrhea, and vomiting for 24 hours prior to returning to KidsPark.** The child must also no longer be in the contagious stage of a communicable disease before returning to KidsPark. KidsPark staff reserves the right to require a doctor's note prior to a child's return to KidsPark.

In the case of a severe injury requiring immediate medical attention, the local rescue squad (911) will be called and, if necessary, the child will be taken to the nearest emergency room or the one noted on the Child's Emergency Contact form. Parents will be notified as soon as

possible in the event of a serious illness or injury. For less severe injuries, parents will be consulted first as judged appropriate by the staff. In the event of any accident or injury at KidsPark, an accident report will be filled out and a copy given to the parent of the child involved and a copy will be placed in the child's folder.

**It is imperative that emergency contact numbers be kept current at all times.**

Please inform us of any changes to your emergency contact information.

KidsPark will not administer any medications, neither prescription nor over the counter at the recommendation of our licensor.

If your child is crying and inconsolable for more than 30 minutes, you will be called to pick your child up. KidsPark teaching staff will work with families to develop a plan to help the child get acclimated to being at KidsPark.

### Outdoor Play

Children may be brought to the playground, ball field, basketball court, tennis court or a group may go on a neighborhood walk. Teachers may take children outside depending on staff available, weather conditions, playground conditions, and any other factors that may influence the safety of the children and/or teachers' ability to properly supervise and monitor them. The teachers will decide whether or not it is appropriate and safe to take the children out based on their professional discretion. If the children are going outside, the daily message board will reflect when the children will be outside.

Pets are not allowed to attend KidsPark with children.

## 7. Diapering, Toilet Learning and Hygiene

KidsPark staff follows the Department of Health diapering guidelines to maintain licensure and promote proper hygiene.

A child in diapers should arrive at KidsPark wearing a fresh, disposable diaper or pull-up, and should have diapers and a complete change of clothes in a "belongings bag." Bags and their contents should be clearly labeled with the child's name. Staff members will change wet diapers within 2 hours and soiled diapers as soon as possible.

When children are ready to learn to use the toilet, we ask families to send children to KidsPark in clothing the child can put on and take off them selves. A child can be more successful at learning to use the toilet if they can get pants off quickly and experience the success of urinating in the toilet fully. Accidents because clothing cannot be taken off quick enough can be uncomfortable feelings for children.

The KidsPark teacher's first steps are to take the child with peers to "visit" the bathroom. They will be asked if they need to use the bathroom also. A child in the "learning" process should have **TWO** complete sets of clothes they can put on and off independently (shirts, pants, underwear, socks, and shoes) in a "belonging bag." If a child has 2 accidents while at KidsPark, a teacher may ask parents to send the child in diapers or pull-ups for an additional period of time, but will still work with the child to use the bathroom with peers.

When a child is toilet learning, it is important to keep staff and parents informed about progress at home and at KidsPark. Teachers will share details about your child's day at pick-up. It is also helpful for teachers to know how toilet learning is happening at home. What actions might



indicate a child needs to use the bathroom? Parents and teachers working together is a recipe for a wonderful experience in the toilet learning process.

## 8. Discipline and Behavior Guidance

KidsPark strives to create a warm and nurturing environment, which encourages the development of healthy self-esteem. Teachers and assisting adults support positive models of acceptable behavior that are developmentally appropriate for each child.

When basic rules are not followed at KidsPark, unacceptable behavior will be redirected. Steps may include talking to the child to better understand the motivation for the behavior, and teaching the child acceptable alternatives to the unacceptable behavior through observing how the other children are playing. Every effort will be taken to protect the safety of the children and the staff. No child at KidsPark shall be subjected to corporal or emotional abuse by a staff member, be separated from the group, or be punished for lapses in toilet habits or any other reasons. If a child exhibits, persistent unacceptable behaviors, those occurrences will be documented and a plan to address the behavior will be developed jointly with families and staff.

KidsPark abides by the State of Minnesota requirement that children will not be physically restrained unless necessary to prevent injury, will not be mechanically restrained, and will not be deprived of food, light, warmth, or medical care as punishment for unacceptable behavior.

## 9. Safety Drills

KidsPark will conduct regular monthly fire drills, tornado drills throughout tornado season and two lock-down drills. Teachers will also speak with the children about fire, tornado and lock-down safety.

## 10. KidsPark Closures

Scheduled KidsPark closures for the 2024-2025 school year are listed in Appendix D.

Unscheduled KidsPark closures: For weather-related closures, KidsPark will close if St. Paul Public Schools close. If the weather conditions seem worthy of a school closure and St. Paul Public Schools have not closed or if St. Paul Public Schools are not in session, KidsPark will post closings on Aladtec and at WCCO as early as possible and directly contact the families who have reserved child care. For safety-related early dismissal situations, KidsPark staff will contact parents directly and will stay with children until all children are picked up.

## 11. Drug and Alcohol Policy for Employees and Cooperative Members

An employee, parent or guardian who arrives at KidsPark and appears to be under the influence of either drugs or alcohol will be sent home in a cab. Children will not be released to a parent or guardian that appears to be under the influence of drugs or alcohol. Employment or membership services will be immediately terminated.

## **B. KidsPark Structure**

A volunteer KidsPark Board of Directors (Board) provides governance and strategic oversight to KidsPark operations. The day-to-day licensing and child care activities are lead by the KidsPark Executive Director and teachers. The work to support the child care activities and build community are fulfilled by the KidsPark member families.

The KidsPark Board is responsible for approving the annual budget and ensuring decisions are in alignment with the KidsPark non-profit mission and strategy. The Board is responsible for approving any operating changes that would impact the mission and strategy. Operating changes can originate from the membership, the teachers, the Executive Director or the Board.

The KidsPark Executive Director and teachers perform child care licensing and teaching aspects of KidsPark. In order to keep the cost of child care affordable, cooperative members perform all functions supporting licensing and teaching. **Each family is a member of the KidsPark cooperative and is contractually bound to contribute time to the cooperative.**

The KidsPark Parent Advisory Committee (KPAC) is responsible for organizing the support for child care operations, fundraising, and community building to keep KidsPark child care rates affordable and foster community. KPAC meets monthly. Dates for the 2024/25 school year will be set in the first quarter of the school year. All KidsPark members are strongly encouraged to attend the KPAC meetings and participate on a committee.

### **1. Registration Requirements**

All members complete new registration materials each school year to maintain current KidsPark membership. The KidsPark School Year runs September 1 – August 31, with children entering preschool allowed to come back until the second Monday in September to allow for Saint Paul Public Schools (and others) delayed Kindergarten starting day. Additionally all families must read the Parent Handbook, become familiar with KidsPark policies, and return **fully** completed registration forms. The registration fee and initial hours purchase must be paid on your child's first day of care. KidsPark frequent has waiting list to join the cooperative. A child is placed on the waiting list once a completed registration packet is received.

Registration consists of the following 7 forms:

- 1) KidsPark Cooperative Contract 2024-2025 (1 per family)
- 2) Late Fee Policy Form (1 per family)
- 3) Emergency Contacts Form (1 for each registered child)
  - a. The form must contain 2 individuals that are not the child's parents and that could help locate a parent in the case of an emergency.
- 4) Parent Instructions and Consent Form (1 for each registered child)
- 5) Volunteer Interest form (1 per family)
- 6) Health Care Summary (1 for each registered child)
  - a. The form must be completed, signed and dated by the Health Care Provider.
  - b. In addition to the Health Care Summary required at registration time each year, the State of Minnesota requires a new form be submitted when a child turns 16 months and 33 months. KidsPark will help to track when a new form is due during the school year; however, it is your responsibility to submit the updated form in a timely manner.
- 7) Immunization Record Form (1 for each registered child).

- a. For each child, an immunization record provided by your Health Care Provider is required. This could be a form completed by the health care provider or an electronic record from the child's electronic health care chart that lists the child's name, date of birth and the health care provider.
- b. KidsPark **REQUIRES** the immunization form be completed, signed and dated by your Health Care Provider or in a form received from the child's electronic chart. This is at the recommendation of KidsPark's licensing authority.
- c. Please provide KidsPark with updated immunization record received at well-check appointments.

**The Health Care Summary and Immunization Record forms must be completed, signed and dated by your Health Care Provider. Please allow up to 10 business days for the forms to be returned from your provider. These forms can be mailed or emailed directly to KidsPark by the health care provider at [registration@kidsparkdropin.org](mailto:registration@kidsparkdropin.org). The remaining 5 forms are to be completed and signed by the parent/guardian.**

When completing emergency contact information, please be sure to include **two individuals** outside of your immediate family who live in the Twin Cities metro, who would be available by phone in the day time, and would be capable of picking up your child and caring for him/her in the event that KidsPark should call them. No one is *always* reachable and it is vital that you have a backup plan for the well-being of your child. We will not accept a registration without 2 local emergency contacts.

Remember that an adult must drop-off with a teacher and pick-up your child from a teacher. It is not acceptable to leave your child(ren) in the hallway or on the playground without first checking in with a teacher and communicating any information that may impact your child(ren)'s stay.

Please inform KidsPark of anyone other than a parent picking up your child by completing a "consent for pick-up" form for any pick-up by someone other than those listed on the emergency form. These forms are found in the hallway near the check-in station. A photo ID must also be presented to staff before the child can be released if staff is unfamiliar with the person picking up the child.

## 2. Cooperative Requirements

The administration of KidsPark is operated as a parent cooperative in order to provide affordable child care and create a thriving community. The active involvement of all members and completion of required cooperative work hours is absolutely necessary for KidsPark to sustain itself and maintain our hourly rates. Each family is required to complete work requirements. **Failure to complete required work hours and/or failure to pay the fees set forth below will result in suspension of a family's right to use KidsPark.**

- A. KPAC Meeting attendance and Monthly Cleaning Help:
  - a. Every family is asked to attend at least 1 KPAC meeting per quarter. A schedule of KPAC meetings will be set in the first quarter of the 2024-2025 school year.
- B. Work Requirements:
  - a. Families are responsible for completion of cooperative work hours. Every family is required to complete 24 points of co-op work per first child in the family, every quarter. Families will complete 12 points for a second child at KidsPark with a cap per family of 36 points per quarter.

- b. The quarters are as follows:
  - Q1: September through November
  - Q2: December through February
  - Q3: March through May
  - Q4: June through August
- c. It is each family’s responsibility to complete work requirements. Sign-up for work requirements in Aladtec will open the last week of the previous quarter for the upcoming quarter. Allowing families to sign-up as much as 3 months in advance to help families identify when KidsPark needs and their families best available times to work align to complete work requirements. All co-op work requirements must be pre-approved in order to meet your co-op work requirement.
- d. A household account is established for each member family and requirements requested, approved and completed can be found in the family account.
- e. Lack of usage at KidsPark, does not mitigate the work requirement.

Number of Points	Quarterly Co-op Work description
2	Laundry (per bag): washing, drying, folding and returning
3	Opening Shift (per day): assisting with preparing for the day
3	Closing Shift (per day): assisting with clean up from the day
6	<b>REQUIRED:</b> Quarterly Cleaning (1 required per year by each family)
6	KidsPark Parent Advisory Committee Chair
10	Carpet Cleaning (once per quarter)
12	<b>REQUIRED CLASSROOM ASSISTANCE:</b> 1x Mixed Age Room Aide Shift, 1x per family OR 4x opening and/or closing shifts

C. Snacks:

- a. In the Mixed Age Room and the PreK program, families are required to provide snacks based on the number of times a child attend KidsPark. Please sign-up to bring snacks through the snack schedule in Aladtec. Recording here also allows us to report on the snack donations for grant writing opportunities.
- b. Snacks are required base on attendance per child, not per family. If you have 2 children attending KidsPark you will be required to provide at least 2 snacks per month.
  - i. A child attending an average of 1 time/week or less, provides 1 snack/month;
  - ii. A child attending an average 2 times/week, provides 2 snacks/month;
  - iii. A child attending an average 3 times/week, provides 3 snacks/month

iv. A child attending an average 4 times/week, provides 4 snacks/ month

### 3. Fees

There are three types of fees all members must pay; 1) Registration Fee; 2) Materials Fee and 3) Hourly Fee.

- A. Registration Fees: There are two options for membership in the KidsPark cooperative:
- a. Annual Membership (September 2024 – August 2025): There is a \$100.00 non-refundable membership fee payable upon your child's first day, or within 30 days of registration being accepted. If your family's income is below the levels listed on the Parent Contract, your fee may be lowered to \$50.00, it is the responsibility of the family to request the sliding fee amount.
  - b. Semi-Annual Membership: There is a \$75.00 non-refundable membership fee payable upon your child's first day, or within 30 days of registration being accepted. If a family chooses the semi-annual membership, the fee is due on the first day. If the family wishes to continue past end of the Semi-Annual Membership, a second Semi-Annual Membership will be due. Membership expiration dates are found in Aladtec in the child's account. The semester fee has a sliding fee scale based on family income and is listed in the Parent Contract. Sliding fee rates may be lowered to \$28.50.
- B. Materials Fee:
- a. Each family must pay a Materials Fee for each child they enroll in the KidsPark program.
  - b. The Materials Fee covers materials the KidsPark Teachers use in the course of providing quality child care for children and their families.
- C. Hourly Fees:
- a. Child care hours must be prepaid. The Executive Director records payments and usage. Individual family accounts are maintained and available electronically to families 24/7 via the KidsPark website. Families receive login information in their "Welcome Letter" upon enrollment. Please see the Executive Director if you encounter login difficulties or notice discrepancies in your family account.
  - b. Child care fees are \$9.00/hour/child.
  - c. Depending upon your use of KidsPark, it is recommended families develop a routine to estimate the number of hours they will use in per week, bi-weekly or monthly and purchase hours in corresponding amounts. Any unused hours never expire.
  - d. Payments may be made by cash, check (made out to KidsPark), or through the KidsPark on-line store on the Square Store: <https://kidspark-inc.square.site/> If using the Square Store, please cover the processing fee associated with your purchase.

### 4. Reservations and Late Fees

- a. Reservations for KidsPark may be made up to one week in advance.
- b. Reservations priority are conducted as follows:
  - Reservation requests made using the online reservation tool, Aladtec, starting at mid-night the week prior (you will receive an automated response regarding approval or denial),
  - Email requests (only to be taken in extreme circumstances)
- c. With the exception of on-site reservations your reservation is not confirmed until you have a response from KidsPark staff.

- d. Reservations are made on an hourly basis with a two-hour minimum. For reservations using half hour increments, past the two-hour minimum, the time will be charged to the next half hour.
- e. You may NOT extend your child's visit past your reservation time without prior approval from the classroom teachers and/or Executive Director. This includes early drop-offs, as well as late pick-ups. If you wish to extend on the day of your reservation, you must speak with the classroom teacher or Executive Director for approval or submit the request through the Aladtec registration tool. Extensions are approved in order requested based on space constraints.
- f. Time reserved is the time paid. If you reserved care from 9:00am to 12:00pm and drop off at 10:00 am, you will be charged starting at 9:00 am for the time reserved.
- g. The state limits total usage to no more than 90 hours per month per child.
- h. If space is unavailable, families will be placed on the waitlist. If your child's classroom schedule is full, please request a space on the waiting list. If you find other arrangements and do not need care while on the waiting list, you will not be charged for being on the waiting list. If there is a space that opens up, you will be notified that there is a space for your family. IF you get that call, please let KidsPark staff know if you DO NOT need the help as we will move onto the next family on the waiting list as needed.
- i. Reservations on the classroom schedules must be cancelled by 3:00pm the day prior to the day scheduled. If the reservation is not cancelled, parents will be charged the hourly rate for the reserved time. Cancellation due to illness is exempt if cancellation is made prior to reservation start time. If you must cancel due to an illness please cancel online or send an email as early as possible so another family may use the space.
- j. It is important that we maintain the state-mandated teacher to child ratio. In addition, we are licensed to operate only between the hours of 9:00 am to 3:00 pm. Families will be charged a late fee for late pick-ups REGARDLESS OF THE TIME OF DAY. The fees will be charged as follows based on total minutes late:
  - 1-5 minutes late - \$1 per minute,
  - 6-10 minutes late - \$2 per minute,
  - 11 or more minutes late - \$5 per minute.
  - Charges are based on total minutes late, for example 15 minutes is a \$75 fee (\$5 x 15min). Late fees are due at the time of pickup. KidsPark may not be used again until fees have been paid. After three late pick-ups, the KidsPark contract may be terminated. Refer to the Late Fee Pick Up Policy form for additional information.

## 5. Returned Checks and/or Non-Sufficient Funds

The following steps are taken if a check to KidsPark is returned due to non-sufficient funds:

- KidsPark will send a letter asking for full payment plus a \$40 returned check fee.
- Parents will not be allowed to schedule any additional hours until all accounts are caught up and KidsPark receives payment.

## 6. Canceling Membership

If you have an annual or semi-annual registration but have not used KidsPark, you may cancel your membership within 30 days of joining the Cooperative. You will receive a full refund of your registration fee and the prepaid hours you purchased. Cancellations must be submitted in writing or email to the Executive Director.

If you have an annual or semi-annual registration and used KidsPark, you may cancel your membership within 30 days of joining to receive a full refund of your registration fee and the remaining balance of the prepaid hours you purchased. Cancellations must be submitted in writing or email to the Executive Director. You will not be required to complete your co-op requirement if less than 30 days have passed since joining.

For both annual and semi-annual registrations, if greater than 30 days have passed since joining the Cooperative, regardless of KidsPark use, the registration fee is non-refundable. After 30 days if you wish to cancel your membership, you must do so in writing/email to the Executive Director. Any unused prepaid hours will be applied to your co-op minimum requirement at the buy-out rate (\$250/quarter). If the balance of the prepaid hours is not sufficient to **cover the minimum co-op requirement you will owe the difference**. After 30 days of membership, the date of cancellation does not reduce or eliminate the minimum co-op requirements.

## II. Program Grievance Procedures for Parents

It is the policy of KidsPark to provide an avenue for its members to express their suggestions, concerns, and complaints. The following steps should be taken when you have a matter needing resolution:

- Concerns should be directed to either the Executive Director in person or by calling KidsPark.
- If the matter is not resolved to the individual's satisfaction, the grievance will be placed on the agenda for the next KPAC meeting if warranted.
- If the grievance is still not resolved, the matter should be discussed with a representative on the KidsPark Board of Directors. The matter can be placed on the agenda for the next KidsPark Board of Directors meeting if warranted.
- Unresolved concerns can also be directed to:  
State of Minnesota, Dept. of Human Services  
Human Services Building  
444 Lafayette Road  
St. Paul, MN 55155-3971  
(651) 296-3971



### **III. Maltreatment of Minors Mandated Reporting Policies**

The State of Minnesota, in Minn. Stat. Section 626.556, mandates that a professional or his/her delegate who is engaged in the practice of child care or education, who knows or has reason to believe a child is being neglected or physically or sexually abused, must report such information to the appropriate local agency. In addition, any person may voluntarily report such information to the local agency if s/he knows, has reason to believe, or suspects a child is being neglected or subjected to physical or sexual abuse. **These types of incidents should be reported to the Department of Human Services, Division of Licensing at (651) 296-3971.** KidsPark, through the teaching and administrative staff, will comply with the letter and spirit of this law.

Abuse, neglect, maltreatment or any other child endangerment or protection issues that occur **OUTSIDE A CHILD CARE FACILITY OR CONCERNING PRIVATE PERSONS** should be reported to **Ramsey County Child Protection at (651) 266-4500.**

## APPENDIX A

### Typical Schedule of an Infant/Toddler Day at KidsPark

9:00-10:00	Check-In and Free Play, Inside or Outside based on weather conditions
10:00-10:20	Morning Snack, Inside or Outside based on weather conditions
10:20-11:30	Free Play with Centers and Outside
11:30-11:45	Transition from Outside Play to Lunch
11:45-12:20	Lunch Time, Outside generally Spring through Fall weather permitting
12:20-12:30	Transition from Lunch to Nap/Rest Time
12:30	Morning Pick-ups, (please arrive before 12:30 to talk about your child's morning with a teacher.)
12:30-2:30	Nap/Rest Time
2:20-2:30	Staff open windows so children can wake gradually
2:30-3:00	Music Enrichment Program (Wednesday), Free Play
3:00	Caregiver Pick-up and KidsPark Closes

\*Times are approximate and subject to change.

## APPENDIX A

### Typical Schedule of a Pre-School Day at KidsPark

9:00-10:00	Check-In and Free Play at Desnoyer Park or Meeting Location
10:00-10:20	Head out on a morning or all-day adventure,
10:30-11:00	Morning Snack
11:00	Continue on the adventure
12:00-12:15	Lunch Time, Outside generally Spring through Fall weather permitting
12:30	Morning Pick-ups, (please arrive before 12:30 to talk about your child's morning with a teacher.)
12:45-2:00	Continue on morning adventure incorporating some quiet activities, books, setting available for children
2:00	Arrive back at Desnoyer Park for snack
2:30	Music Enrichment Program (Wednesday at Desnoyer Park)
3:00	Caregiver Pick-up and KidsPark Closes

\*Times are approximate and subject to change

## APPENDIX B

### Suggestions for Separating

Children handle separating from parents in different ways. Separation can also differ from day to day. To assist your child in separating, we suggest the following;

- Prior to your child's first day, stop by and play at KidsPark together for 30-45 minutes to get your child comfortable with the environment. Make sure to email the Executive Director to make sure there is space if we are playing inside. If we are outside, please stop by and play!
- Inform your child of your plans for the day prior to dropping off. Tell him/her that you are bringing them to KidsPark and let them know what you will be doing while they are playing. Be sure to let them know who will be picking them up and at what point in the day's schedule.
- After the teacher greets your child and you have shared any information you need to share, give your child a hug, kiss, or word of encouragement, and go. Prolonged goodbyes are actually more difficult for the child and for the parent. In most cases, children completely acclimate within 10 minutes of the parent/caregivers departure.
- Let your child know, by your physical and verbal actions, that you are sure s/he will have a good time. Share your confidence with your child. Let your child know that you feel s/he is capable of handling your being gone for a while.
- Remember - hesitating or holding on will be confusing to your child.
- If it is difficult for you to separate from your child, try not to communicate this to your child. Children are very perceptive and may become anxious if they feel you do not feel they can adjust to this separation.
- Stay in tune with your child's regular nap time. Playing with other children can be more tiring than their usual routine.
- If you have concerns or questions about your child's separation that day, please feel free to email and/or call to find out how s/he is doing.
- A small word of comfort. Separation can often be harder on you than your child. Learning to build trusted relationships with others, peers and adults, outside of the immediate family is a key life skill for all people to develop.

## APPENDIX C

### Important KidsPark Contacts

KidsPark Contact Details: 525 Pelham Boulevard  
St. Paul, MN 55105  
Phone: 651-603-0144  
Fax: 651-642-0724  
Email: teachers@kidsparkdropin.org

Executive Director: Erica Kragerud-Smith

Infant Room Program: up to 4 infants at any one time

Teachers: Tanya Agyekum  
Days/Hours: Tuesday-Friday, 9:00 am to 3:00 pm  
Ages: 6 weeks - 17 months  
Rates: \$9.00 per hour.

Toddler Room Program: up to 10 toddlers at any one time

Teachers: Rachel Boelke, open position  
Days/Hours: Tuesday-Friday, 9:00 am to 3:00 pm  
Ages: 17 months – 4 years  
Rates: \$9.00 per hour.

Pre-School: up to 8 pre-school children at any one time

Teacher: Erica Kragerud-Smith  
Days/Hours: Tuesday-Friday: 9:00am - 3:00pm  
Ages: Including ages 4 years - 5 years, some 3 year olds may attend based on teacher's discretion, child's interest and parent's authorization  
Rates: \$9.00 per hour.

**Reservations can be made up to a week in advance by making an online reservation. Hours must be paid in advance.**

For weather-related closings, KidsPark will close if St. Paul Public Schools close. If the weather conditions seem worthy of a school closing and the St. Paul Public Schools have not closed or if St. Paul Public Schools are not in session, KidsPark will post closings on Aladtec, through WCCO and contact families with reservations. For weather-related early dismissal situations, KidsPark staff will contact parents directly.

## APPENDIX D

### 2024-2025 KidsPark Scheduled Closings

September 2, 2024	Labor Day
October 13 – 19, 2024	Fall Break (MEA)
November 28 – 29, 2024	Thanksgiving Holiday
December 23, 2024 – January 3, 2025	Winter Break
January 20, 2025	Martin Luther King Day
February 17, 2025	President's Day
March 31 - April 6, 2025	Spring Break
May 26, 2025	Memorial Day
June 30 – July 6, 2025	Summer Break
September 1, 2025	Labor Day

### 2024-2025 Important KidsPark Community Dates

September	KidsPark Open House, September 14th	Cleaning Day
September	Re-Registration Materials Due: September 10, 2024	
October	KPAC Meeting: TBD	Week of October 13-19
November	KPAC Meeting TBD	TBD
December	KPAC Meeting TBD	TBD
January	KPAC Meeting TBD	TBD
February	KPAC Meeting TBD	TBD
March	KPAC Meeting TBD	TBD
April	April Showers Community Event TBD	TBD
May	KPAC Meeting TBD	TBD
June	KPAC Meeting TBD	TBD
July	KPAC Meeting TBD	TBD
August	KPAC Meeting TBD	TBD

## APPENDIX E

### Bag Lunch Requirements and Serving Size Guidance

**Each lunch must contain at least one item in groups 2-5 below. Toddlers will be provided milk at lunch time. PreK will be provided milk when eating lunch on-site.**

	<u>1-2 years</u>	<u>3-5years</u>
1. Fluid milk, or milk alternative	1/2 cup	3/4 cup
2. Meat, poultry, fish, cheeses	1 oz.	3 oz.
Or cottage cheese, cheese food, or cheese spread	2 oz.	3 oz.
Or egg	1	1
Or cooked dry beans or peas	1/4 cup	3/8 cup
Or soy nut butter or seed butters <b>(do not send peanuts or tree nuts to KidsPark)</b>	2 T.	3 T.
Or soy nuts or seeds <b>(Peanuts or tree nuts are not allowed)</b>	1/2 oz.	3/4 oz.
3. Vegetables	1/2 cup total	3/4 cup total
It is a licensing requirement that at least 1 vegetable be included in your child's lunch.		
4. Fruit	1/2 cup total	3/4 cup total
A second vegetable can be provided in lieu of a fruit in your child's lunch.		
5. Carbohydrate (Bread)	1/2 slice	1/2 slice
Other carbohydrates could include: cornbread, biscuits, rolls, muffin, etc. made of whole grain, or rice, macaroni or other pasta products		

USDA based child care food guides.

**Candy and cookies sent in lunches will be set aside and sent home in the child's lunch box to be eaten with caregivers at home or at pick-up.**