

Annandale Public Schools

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Family Handbook / 2024—2025

Connect With Us / Table Of Contents.

Annandale School District www.isd876.org

Annandale Community Education
655 Park Street East, Door #2
Annandale, MN 55302
320-274-3058
www.annandalece.com

Annandale Elementary School
655 Park Street East
Annandale, MN 55302
320-274-8218

Annandale Middle School
125 Cherry Avenue North
Annandale, MN 55302
320-274-8226
320-274-5602

Annandale High School
855 Hemlock Street E
Annandale, MN 55302
320.274.8208

Cardinal Kids Club & Little Cardinals
655 Park Street East, Door #2
Annandale, MN 55302
320-274-0625 (Little Cards Direct Line)
320-274-3058 ext 4403 (Coordinator)
cardinalkidsclub@isd876.org

Christin Dougherty, Childcare Coordinator
Email: cdougherty@isd876.org

320-274-3058 ext 4403

Kirsten Jacobson, Site Supervisor
Email: kjacobson@isd876.org

320-274-0625

Quick Links

Cardinal Kids Club/Little Cards:

<https://www.isd876.org/domain/78>

Brightwheel:

<https://schools.mybrightwheel.com/>

Where can I find

Program Location & Hours of Operationpg. 3

Program Location & Hours

Location

Annandale Elementary School
655 Park Street East, Door #2
Annandale, MN 55302
320-274-3058 Community Education
320-274-0625 Little Cardinals
320-274-3058 ext 4403 Coordinator
320-274-2862 Community Education Fax Number



Cardinal Kids Club utilizes Room #166, 185, 187, 194, Gymnasium, Cardinal City, Cardinal Island, Cafeteria, Field #2 and library.

Little Cards utilizes Room #191, 194, Gymnasium, Cardinal City, Cardinal Nest, Cafeteria and Green space located outside of Cardinal Nest.

Hours of Operation

School Year: Monday-Friday from 6:00AM–5:30PM

Summer & Non School Days from 6:00 AM - 5:30 PM

Holidays: We are CLOSED New Years Eve, New Years Day, Good Friday, Memorial Day, Juneteenth, 4th of July Holiday, Labor Day, Thanksgiving Day and the following Friday, and Christmas Eve and Christmas Day. For a total of 11 holidays. We do not charge for childcare services on the holidays. We are also closed the week prior to summer start and the week prior to school year start for training, cleaning, and moving purposes.

Snow Days/School Cancellations:

child care is not open during school cancellations/snow days with the exception of school closing due to cold weather. All closing decisions are made by the District administration with consideration of staff and student safety as their top priority.

Two Hour Delay: child care will open 2 hours late (8:00 A.M.) if school opens two hours late.

Early Release: If school is released early due to weather CKC/Little Cards will remain open for two hours after school is dismissed.

IMPORTANT DATES 2024:

School & Child care Closed:

January 1st

February 16th

March 29th

May 27th

June 3-8th

June 19th

July 4-5th

August 26-September 2nd

November 28-29

December 24-25, 31st

School's out Childcare Open:

January 19th

February 19th

March 25-28th

April 1st

May 30th (Preschool Only)

May 31st (All Students)

October 17-18

November 1-4th

December 23, 26-30th

Program Introduction

Welcome!

We understand the privilege and importance in providing care for your children. We know each child is unique and special and provide programming that focuses on social, emotional and creative development. We are thrilled you have chosen Cardinal Kids Club and Little Cards Childcare as a partner in your child's early childhood years.

To assist you in knowing about the program, this handbook is for you to read and refer to throughout the year. There are copies of this handbook online, in the Community Education office and in the Little Cards Preschool classrooms.

Philosophy

Cardinal Kids Club and Little Cardinals strives to provide a safe, healthy, nurturing, and enriching environment for every child in our care. Our staff are well trained and strive to meet the social, emotional and physical needs of each individual student.

Cardinal Kids Club: is a school aged program for students in Kindergarten through the first day of 6th grade. Students must be completely potty trained and attend Annandale School District.

Little Cards: is a wrap-around preschool program available for students 3 years of age through the start of Kindergarten. Students must be completely potty trained and enrolled in an Annandale Community Education Preschool program.



Students with special accommodations:

We do not discriminate on race, creed, religion, medical diagnosis or individual abilities. We will enroll children with special needs if we can safely and adequately meet their needs within the nature of our program.

It is the parent's responsibility to identify their child's needs so the program can determine their ability to accommodate the needs of their child. The program reserves the right to have appropriate staffing in place to accommodate children whose needs cannot be addressed in regular ratios. On occasion it may take longer than the normal enrollment period in order to find and train the staff needed to best meet the needs of all of the students in our program. On the rare occurrence Cardinal Kids Club and Little Cards may not be the best environment for a child. When all interventions have been exhausted and integration has not been successful, the ability of our program to serve the individual will be evaluated by the Community Education leadership and programming may be discontinued. For those students with an IEP, 504 B or allergy action plan the Permission form needed to share information with district personnel and Community education staff: [Release of Information](#) must be printed and returned to childcare staff prior to sharing information.

Goals & Expectations



Program Goals:

1. To provide industry leading child care for the families of the Annandale school district exceeding both MN DHS licensing and Annandale District standards.
2. To ensure a safe environment with flexibility to accommodate different personalities, interests, and levels of development.
3. To lay out a schedule that encourages child initiated activities of adventure, creativity, and social experiences.
4. To guide children in developing a respect for others, responsible behavior, positive attitudes and self-concepts.
5. To furnish a well-trained, caring staff that are safety oriented.
6. To supply ongoing communication and partnership between Cardinal Kids Club and Little Cards staff and parents.
7. To support and work with the children's teachers and school administrators in building a stable and consistent team to promote an environment where children may learn and grow



Program Expectations

To ensure a successful experience for each child while at Cardinal Kids Club and Little Cards Community Education has expectations for staff, students, and parents.

Staff:

- Provide a safe and welcoming environment for all children
- Accept and support each child for who they are
- Communicate effectively with children, parents and building staff
- Participate in staff training and maintain minimum state and district employee requirements
- Pass and maintain good standing with Background study

Parents:

- Read and be familiar with the Cardinal Kids Club/Little Cards Handbook
- Share information that will help staff best support your child's needs

Children:

- Be Respectful of for self, others and property
- Communicate your needs to a staff member
- Be accepting of others' differences
- Accept the consequences of your choices; good and bad

All Participants:

- Model respectful behavior when communicating and interacting with staff, children and parent

Registration & Contracts.



Priority

Priority is given to those families who live within the district boundaries, attending Annandale Public Schools, and are seeking full time care.

New Family Registration

Registration must be completed online. After submitting the [New Family Inquiry Form](#) you will receive an email indicating your registration was received. Once your child's registration has been processed, you will receive a second email indicating that your registration has been accepted and directions on how to create a Brightwheel child care account.

Creating a Brightwheel Account

An invitation will be sent to the email address listed on your New Family inquiry form with instructions on how to create a student account on Brightwheel.

The adult who sets up an account is considered the account owner. The account owner is responsible for keeping the account current. Account owners can add or remove additional parent, family, approved pick up, and emergency contact information, add immunization records, birthdates, etc.

Registration Documents

Once you have created a Brightwheel account you must complete the following 5 documents and return via Brightwheel a minimum of two weeks prior to your first day of child care services.

1. Registration Form ((Including child's dob, immunization records, authorized pick up and emergency contacts)
2. Medication Administration form (Parent and Doctor Authorization Required)
3. Allergy Forms
4. Immunization Records
5. Contracts (Summer and School Year)

Registration Fee

Registration fees are paid once per season (school year and summer), per contract, and are non-refundable. Payment for these fees are automated and processed via Brightwheel when the contract has been accepted.

School Year Registration Fee: \$30 Per Child

Summer Registration Fee: \$40 Per Child

Contracts

Cardinal Kids Club and Little Cards child care require a consistent contract. You may choose three, four or five days per week. School year Before and after school schedules do not need to align with one another. Weekly schedules must remain the same from week to week. New contracts are required prior to summer and school year enrollment. Contracts will be sent to all currently enrolled families via email and the Brightwheel app.

Schedule Changes

To request a schedule change you must email cardinalkidsclub@isd876.org a minimum of 7 days prior to the schedule change indicating your student's name, to add or drop, and the date and time of the change. We will respond to your request within 5 business days. We do not guarantee additions due to facility space and staffing ratios. Schedule changes are NOT allowed for non school days or summer field trip days unless noted on the contract prior to enrollment. During the School Year you must contact Kids Club/Little Cards, the teacher and the AES office of schedule changes.

- Contracts are allotted free schedule changes based on your initial enrollment.
- 3 Day Contract=6 Free Changes
- 4 Day Contract=8 Free Changes
- 5 Day Contract=10 Free Changes

Tuition & Rates

Tuition

- You will be invoiced according to your registration contract.
- You are charged for your contracted whether your student attends or not.
- You may add days at any time however you will be charged the drop in rate and we do NOT guarantee availability.

Cardinal Kids Club

Hours	Daily	Weekly	Drop In
Before 6-8	\$8.00	\$32.00	\$10.00
After 3-4:30	\$8.00	\$32.00	\$10.00
After 3-6	\$12.00	\$48.00	\$15.00
Non School Day & Summer	\$40	\$160	\$50



Little Cardinals



Fees

Hours	Daily	Weekly	Drop In
Half Day (Opposite Preschool)	\$27	\$135	\$30
Full Day & Non School Day & Sum- mer	\$40	\$160	\$50

<u>Fees</u>	<u>Description</u>	<u>Cost</u>
Finders Fee	If a parent fails to notify child care that their students is not attending	\$25
Late Payment	Failure to pay on time will result in a fee. Services will be terminated if payments if not kept current.	\$30
Return Check/ Insufficient / Declined Credit CardFunds	There is an NSF fee of \$25 for all returned checks, insufficient fund via ACH or credit card	\$25

Payments

There are two options for making payments:

1. Payments may be made using your Brightwheel account by credit card (Visa, Mastercard, Discover) or ACH transfer (Checking or savings bank Transfer).

Autopay: Brightwheel does offer an autopay option. Please contact the coordinator for an invitation to set up autopay. An email will be sent to set up the account. The best way to set up autopay is to access your Brightwheel account using a desktop, not the cell phone app.

2. Payments may be made via cash, check, or money order at the Community Education Office.

Little Cardinals

Invoices are sent via our notification system every Monday following childcare services with payment due Thursday. If there is a discrepancy on your invoice please email cardinalkidsclub@isd876.org or message Admin on Brightwheel.

Cardinal Kids Club School Year

Invoices are sent via our Brightwheel notification system on the 1st and 15th of the month. With payments due the 5th and 20th. If there is a discrepancy on your invoice please email cardinalkidsclub@isd876.org

Summer: invoices will be sent via our notification system every Monday proceeding childcare services with payment due Thursday. If there is a discrepancy on your invoice please email cardinalkidsclub@isd876.org

Financial Assistance

Cardinal Kids Club and Little Cards are a self supporting program. At this time we are unable to provide scholarships or tuition assistance. We do accept County Child Care/Daycare Assistance with Meeker, Stearns, Wright, and Anoka Counties. Please contact your county social services department if you are in need of Childcare/Daycare Assistance. Here is the link to Wright County:

[Childcare Assistance Form](#)

Tax Statements

Tax statements can be viewed and printed via your Brightwheel account. Please follow here [Directions on how to print tax statements from Brightwheel](#)

Our Federal Tax I.D number is 41-6008419

Flexible Spending Accounts

Detailed tuition for each child is listed on your invoices. If you have a flex spending account and require a signature from the care provided, please contact the Cardinal Kids Club and Little Cardinals Coordinator.

Drop Off & Pick Up Procedures

Signing In & Out of Care

Policies surrounding student sign-in and out are designed to protect your child. Program staff are required to ask for photo identification from anyone unfamiliar attempting to pick up your child. If a person not authorized attempts to pick up your child you will be contacted and authorities will be called. Staff will only release your child to those authorized as family, emergency contacts or local authorities.

Authorized Individuals must:

- Be 16 years of age and provide a valid driver's license
- Childcare may NOT sign themselves in or out. Only authorized adults.
- If a staff member is listed as an authorized person on your contact list, they may drop off or pick up your students but this must be done outside of their work hours.

Drive Up/Drop Off Lane:

- Between the hours of 7:30 AM-8:30 AM and 2:30 PM-4:30 PM parents should park in the parking lot and walk students into child care.
- From 6-7:30 AM, 8:30-2:30PM, and 4:30-5:30 PM Parents may use the drive up drop off line to walk students into the building.

Staff

- Staff will not release a child to anyone not on the child's authorization form.
- School Year: Staff will sign students out to school in the AM and into childcare afterschool in the PM. Summer: Staff will sign students out and into community education activities.
- Staff must know how many students are in their group, and keep visual contact, with them at all times
- If an unauthorized pick up arrives at school, call 911 immediately. Call the director, coordinator or site supervisor. Keep students in their group and away from doors.



Late Pick Up

Cardinal Kids Club and Little Cardinals closes at 5:30 (Summer & Non School Days) and 6:00 PM (School Year). The digital time on the attendance Ipad is the time followed. If you will be arriving after closing time, please message staff via the Brightwheel app or call 320-274-0625. Please make arrangements for an emergency contract or authorized pick up person to pick up your child. We ask that you prepare in advance for poor road conditions due to weather.

If your student is not picked up and you or your emergency contacts cannot be reached 30 minutes after closing time, local authorities may be called to take responsibility for your child.

If this occurs more than three time in one year child care services will be terminated.

Late Pick Up Fee	If your child is picked up after their contracted time a \$25 fee and \$1 per minute drop in charge will apply.	Varies based on time with a minimum of \$26.00 per student
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Illness

Illness

If a child becomes ill while at Cardinal Kids Club/Little Cards, parents/guardians will be notified and asked to make arrangements to have their child picked up **within 30 minutes. Please have a back up plan if you cannot arrive within 30 minutes. Please have your contacts up to date online.**

- Students or Staff suspected to have a contagious disease, rash or virus will be isolated from the large group setting. Isolating a sick child from other children in the program does not mean the child has to be in a separate space. It means the child should not be actively participating in activities with other children while waiting to be picked up.
- The definition of illness (sick) on the Minnesota Department of Health (MDH) website states that an ill/sick child is one who is unable to participate in routine activities or needs more care than can be provided by the child-care/school staff. A list of communicable diseases can be found here: <https://www.health.state.mn.us/diseases/reportable/disease.html>

When a parent reports a confirmed, by a health professional, case of a communicable disease parents will be notified via Brightwheel of the date of the exposure, signs/symptoms to watch for and incubation periods. Students will be moved to the nurse's office, room #189 (CE Office), or room #194 to be cared for and supervised by staff until parents arrive. All areas will be cleaned and sanitized.

Guidelines for keeping children at home:

- Temperature of 100.3 degrees or greater
- Vomiting
- Diarrhea
- Coughing
- Runny Nose
- Undiagnosed rash
- Thick nasal discharge
- Head Lice



Staff

Staff should glove up and ask children to walk on their own accord to room #194. If a child is unable to walk please remain in the space where the incident occurred. If there are any contaminated surfaces please glove up and cover up without touching contaminated surfaces, notify custodial staff.

If your child (ren) has head lice they are not allowed to return to care for 24 hours after the first treatment. They must have no lice or nits dead or alive when they return. Upon return back to the program, your child(ren) head will be checked. If your child (ren) returns and still has lice or nits they will be sent home immediately.

If a child is found to have head lice in our programs, we will do a group head check. You will be notified that this has taken place. If we were to find lice or eggs on your child(ren) head during the head checks we will notify you immediately.

If your child has had a fever of 100.3 they may not return for 24 hours after the fever has left. (Without needing to use medication to keep the temperature down)

If a student is not running a fever, but is obviously not feeling well enough to participate in classroom activities, it is also advised to keep him/her home.

If your child has an undiagnosed rash, your child will be asked to see a doctor and may return per Doctor's orders.

Cardinal Kids Club/Little Cards cannot accept children who are sick or have a communicable disease. Children may return to Cardinal Kids Club/Little Cards when they are well or are no longer contagious.

Please inform Cardinal Kids Club/Little Cards staff if your child comes down with a communicable disease so notices can be Brightwheel messaged or emailed home and posted on the sign in/out table.

Injury

Student Injuries:

If a child has an accident while at Cardinal Kids Club/Little Cards. A staff member will communicate with you via phone, email, or at pick up and there will be an accident report explaining the situation, injury and first aid given. Parents/Guardians will need to sign the accident report..

If your child is involved in a serious accident and needs medical attention, staff will call 911 for assistance, and you will be contacted immediately. If parents cannot be contacted the paramedic professionals, or our district nurse, or administration will decide on further courses of action. Parents are responsible for all emergency and medical expenses.

If a student is injured, requiring medical treatment, the program must report the injury within 24 hours to the Commissioner of DHS and District Administration. Parents please be aware the DHS may contact you during its investigation.



Staff:

Please contact the supervisor immediately and then fill out the district and state accident/injury reports located in the Community Education Office and in all clipboards.

Accident Reports: When filling out accident reports please remember

- Do not use other students names but refer to them as student 1 or 2
- List the staff to student ratio at the time of incident
- Report any facility, health or safety concerns immediately to supervisor an example would be broken tables, chairs, playground equipment

The certification holder must inform the commissioner within 24 hours of Injury. Injuries are defined as: (1) the death of a child in the program; and (2) any injury to a child in the program that required treatment by a physician or advanced practice registered nurse.

Staff:

If a staff is hurt on the job please notify your supervisor within 24 hours. Your supervisor will provide you with a workmans comp. form to be filled out by yourself and your healthcare provider. Please be sure you have filled out the staff emergency contact form: [Staff Emergency Contact](#) so that if you are rendered incapacitated we may contact your closest relative.

Medication



School Year

The Administration, Coordinator, Site Supervisor, and Lead Staff are the only staff trained to administer medication.

In an emergency all staff are trained to administer Epi Pen Injections and to call 911.

Sunblock: Sunblock is considered an over the counter medication and will be treated in the same manner as prescription medication. Students will be required to bring their own labeled sunblock.

- Cardinal Kids Club/Little Cards must have written permission to apply sunblock.
- Sunblock will be administered per the manufacturers label.
- Staff will wear a pair of clean gloves to help apply sunblock to students.
- Spray sunblock is not advised as it is hard to apply, runs out quickly, and makes the floors slippery and dangerous. If you send Spray sunblock your child will be asked to apply outside on a grassy area under the supervision of a staff.

If your student requires Medication Administration. We will need written instructions by a health professional and parent/guardian permission. This includes but is not limited to prescription, or Over the Counter, or sunblock. If your child takes any medication we require completion of the medication administration form available via Brightwheel. The form includes a description of the medication, dosage, time to be given, any side effects to be aware of and prescribing doctor's contact information. A copy of your child's health records including written instructions from the prescribing health care provider and a meeting with the program Coordinator, Community Education Director, family, and staff will be required before the student begins care. This meeting will determine that all program requirements are met, staff are trained, and we have the ability to best meet the needs of the student.

All medication, including Epi pens, must be labeled and stored in the Childcare facilities locked medication cabinet (Located in Community Education Office) or checked out and carried by lead staff in a first aid backpack when not on school grounds. All medication will be stored in accordance with the manufacturer's instructions.

Child care must have the following on file before medication can be administered:

- Medication Form Filled Out and authorized by parent/guardian
- Authorization forms must be signed by a doctor
- All medication (prescription/non prescription/sunblock/bug spray) must be in its original container, with child's first, and last name, current prescription on the label before staff will check in, count and label for childcare purposes. Unlabeled medication will not be accepted.
- All medications (prescription, non prescription, sunblock, insect repellent) will be administered according to manufacturer's instructions unless instructed, in writing, by a healthcare provider.
- All medicines, insect repellents, and diapering products will be stored according to directions on the original container
- We can not distribute Schedule 1 narcotics or injectables with the exception of Epi Pen
- Medication must be checked into the nurse's office or Cardinal Kids Club/Little Cards staff in its original container with it's original label
- If medication is out of date or empty it will be returned to the parents/guardians for proper disposal
- Medication must be labeled with child's name and dosage requirements (this includes over the counter medications)
- No medication should be given after the expiration date on the label.
- All Medication will be stored in each child's individual labeled green file folder, in the locked cabinet, in the Community Education Office. If the medication requires refrigeration it will be stored in the refrigerator in the pre-school storage closet. The closet door will need to be locked when medication is stored in the refrigerator.
- Medication can only be distributed by a trained adult and must be signed off in the medication log book located in Community Education Office upon delivery
- The medication log includes:
 - Child's full name, Labeled Medication, Date/Time, Dosage, Initials and printed name of person administering the prescription

Allergy



Annandale Schools are Latex free zones. Annandale also discourages the use of common allergens like peanuts and tree nuts.

Per DHS licensing requirements If your student has allergies an allergy action plan must be obtained from a doctor prior to childcare services. The allergy action plan must contain specific triggers, symptoms of a reaction, and procedures for responding to a reaction. If your child has a physician diagnoses allergy we require completion of the allergy form on Brightwheel. Which includes a description of the allergy, specific triggers, avoidance techniques, and symptoms of an allergic reaction; and procedures for responding to an allergic reaction, including medication, dosages, and a doctor's contact information. A meeting with the program Coordinator, Community Education Director, family, and staff will be required before the student begins care. This meeting will determine that all program requirements are met, staff are trained, and we have the ability to best meet the needs of the student.

All medication, including Epi pens, must be labeled and stored in the Childcare facilities locked medication cabinet (Located in Community Education Office) or checked out and carried by lead staff in a first aid backpack when not on school grounds. All medication will be stored in accordance with the manufacturer's instructions.

Staff must have the following on file before beginning care:

- Allergy Form Filled Out
- Authorization forms or Action plans must be signed by a doctor
- Written parent permission to administer medication
- All medication (prescription-Epi/non-prescription-benadryl) must be in its original container, with child's first, and last name, current prescription on the label before staff will check in, count and label for childcare purposes. Unlabeled medication will not be accepted.
- All medications (prescription-Epi/non-prescription-benadryl) will be administered according to manufacturer's instructions unless instructed, in writing, by a healthcare provider.
- All medicines products will be stored according to directions on the original container
- The certified center must inform staff of each child's current allergy information. At least annually and when a change is made to allergy-related information in a child's record, the certified center must inform staff of any change. Documentation that staff were informed of the child's current allergy information must be kept on site.
- If medication is out of date or empty it will be returned to the parents/guardians for proper disposal. No medication should be given after the expiration date on the label.
- Medication must be given to the child whose name is on the label. Medicine cannot be shared between students.
- The Allergy Action Plan Must includes:
 - Child's full name
 - Description of Allergy
 - Specific Triggers
 - Avoidance Techniques
 - Symptoms of a reaction
 - Procedures for responding to an allergy
 - Labeled medication
 - Date and time
 - Dosage
 - Doctors name and number

Staff:

Allergy information is stored in multiple locations.

1. In the medication closet in Community Education.

2. Listed on and in clipboards. In clipboards are copies of the allergy action plan: specific triggers, avoidance techniques, symptoms and how to proceed if a reaction occurs. Clipboards must be with staff at all times: on field trips, outside, inside and during transportation.

3. A list is also provided in the food preparation area and in all snack baskets.

Staff will be notified of all allergy concerns during summer and school year training, during new hire orientation, and when a new student arrives in the program.



Behavior Management.

Behavior Management

Working with groups of children, we are often faced with the task of managing behaviors that may occur when children are together. Physical contact with the child is avoided unless it is necessary to protect a child from harming themselves or others. Children are encouraged to verbally express their feelings in an acceptable way. The staff is trained to focus on positive behavior rather than negative behavior. The basic expectations for students to remember are:

1. We respect others, ourselves and property
2. We behave in a safe and orderly way
3. We act as responsible citizens
4. We follow all AES C.A.R.E.S. values



Unacceptable behaviors: Any violation of the District Policies

1. Fighting verbally or physically
2. Weapons (real or pretend)
3. Destruction of property
4. Unsafe activities (such as, leaving the grounds without permission, outbursts which endanger others, spitting, or sanitary risks, social distancing concerns, etc.)
5. Behaviors that disrupt activities

Consequences for Unacceptable behavior:

1. Verbal reprimand
2. Loss of privileges
3. Meeting with staff, parents and children involved
4. Removal from Kids Club



Staff Expectations:

All staff and volunteers will use positive behavior guidance and do not subject children to:

- (1) corporal punishment, including but not limited to rough handling, shoving, hair pulling, ear pulling, shaking, slapping, kicking, biting, pinching, hitting, and spanking;
 - (2) humiliation;
 - (3) abusive language;
 - (4) the use of mechanical restraints, including tying, prone restraint;
 - (5) the use of physical restraints other than to physically hold a child when containment is necessary to protect a child or others from harm this restraint must NOT be contraindicated or be harmful for children; If the center is aware of a condition for a child for which the use of restraints would be contraindicated, the center will document it, train staff, and ensure the contraindicated restraint is not used on that child.
- or
- (6) the withholding or forcing of food and other basic needs.



Little Cardinals Preschool Child Care

Little Cardinals Child care is a wrap-around preschool program available for students 3 years of age through the start of Kindergarten. We strive to provide care and guidance that your child needs to grow and develop. As a school readiness program, we value open communication and what to see your child have success in transitioning into both our child care and school district.

A toilet trained child is a child who is independently able to:

1. Tell an adult they have to go potty before they have to go.
2. Pull down their underwear and pants and get them back up without assistance.
3. Wipe themselves after using the toilet.
4. Get on and off the toilet by themselves.
5. Wash and dry their own hands.
6. Postpone going if they must wait for someone who is in the bathroom or if we are outside and away from the bathroom.

Preschool Daytime Activities

Themes and Activities will be sent via Brightwheel Monthly.

A typical day in Preschool includes the following:

- All activities and equipment are age appropriate per DHS and District standards.
- Free Play- kids choose to play puzzles, games, building supplies, etc.
- Breakfast served from 7:15-7:45 (School Year) and 7:30-8:00 (Summer)
- Station activities- kids participate in a more theme based structured activities planned by the teacher. -Including art, music, science, math, language development, etc -these activities meet state and district standards and are planned in accordance with Early childhood indicators of progress.
- Snack- PM snacks provided (2:30-3 & 5:30). Snacks include various types of cracks, milk/water/juice.
- Gross Motor activities- on outside playground or gymnasium



Meals/Snacks

- School year children can participate in the Annandale Public Schools breakfast and/or lunch programs. These meals are provided free of charge. If your family qualifies for federal or state assistance we ask that you complete the application for educational benefits: [Reduced Breakfast/Lunch Form](#) Students may also bring a lunch from home.
- Summer children are provided breakfast, lunch and snacks free of charge.
- Non-school days students must provide their own cold lunch including a beverage. These items should be healthy: No Soda, Energy Drinks, Large Boxes or Candy.

Nap- rest time is offered from 1-2 daily.

All students are expected to lay or sit quietly during rest time

- After 15 minutes of quiet time students will be given the opportunity to participate in quiet activities: read, coloring, play-doh, puzzles, etc.
- Students may bring a small labeled blanket from home. The blanket will be returned each Friday for laundering.



Cardinal Kids Club Child care



Cardinal Kids Club: is a school aged program for students in Kindergarten through the first day of 6th grade. Students must be completely potty trained and attend Annandale School District. Cardinal Kids Club strives to provide a variety of hands on activities to meet the needs of all of its students. Daily programming utilizes best practices and industry leading curriculum to meet state, district and child care standards.

School Year-

Before School: As students arrive they will be asked to put their belongings in a locker or in hallway. Students will then be broken up by age groups to participate in gym games, computer, homework, crafts and other classroom or gym activities. Breakfast students will be dismissed at 7:45AM and the remaining students will be dismissed at 7:50.

After School: Cardinal Kids Club staff will meet all students at their classroom or designated grade level hallway to be signed in by authorized staff. Students will then participate in rotations of computer, homework, crafts, board games, outdoor play and gym activities. Students are typically broken up by age groups but as numbers decrease students will be combined while maintaining staff to student ratios.

E-Learning Days

In the rare event that Kids Club is open for e learning we will designate time for learning however, parents must check students progress, assignments, and homework to be sure it meets their expectations. We also do NOT guarantee that students will make every meeting time as some meeting conflict with other scheduled activities: breakfast, lunch, etc.

Cardinal Kids Club: You will be expected to provide your school based device if our school is in distance learning. Parents will need to provide passwords, weblinks and any materials needed so we can assist students with learning.

Non-School Day

We are open on some Non-School days. Monday-Friday from 6 AM to 5:30 PM. Registration information will be available on the school website. Registration must be completed by the enrollment deadline or a \$10 late fee will apply and we do NOT guarantee a start date or availability.

What to bring:

Change of clothes (Labeled ziplock bag)
Sunblock (Labeled and Authorization form signed by parent/guardian)
Essential 5 (Snowpants, boots, coat, hat, mittens)

What Not to Bring:

- No Toys from Home
- No Electronic devices including cell phones (unless a district device for e-learning)
- Weapons of any kind
- Bad Attitude

Summer-

During the summer students are broken up by grade levels. Each grade level will have a lead teacher who will be in charge of planning daily curriculum in math, science, reading and the arts. Students will also have scheduled gym and outside play. Additional classroom staff is added to assist in taking students to & from Community Education Activities and assisting in classroom activities.



Communication, Custody, Volunteering



Communication

Communication is of the utmost importance for the safety of your child and effectiveness of our program. Our most effective means of communication is via the Brightwheel app and email via cardinalkidsclub@isd876.org. Please be sure your registration information includes a valid email address and valid cell phone number that you frequently check.

Child Custody

If a child's custody has been awarded to one party, or if the child has joint custody terms, official, legal documentation outlining each party's rights must be left on site and will be followed as it relates to child care. Cardinal Kids Club and Little Cardinals will not serve as a mediator between parties, nor will they be responsible for communicating details of care. This is solely the parent/guardian's responsibility and must be worked out between parties.

Unauthorized persons: If your student has an order of protection staff must be notified immediately. We will need a copy of the order of protection for our records. District 876 cannot withhold a child from their parents/guardians without an order of protection. If an order is violated, 911 and the student's parent/guardian will be notified immediately

Authorized Pick Up: to add an authorized pick up, please do so via the Brightwheel app, by calling 320-274-0625 or email: cardinalkidsclub@isd876.org If there is for temporary change in authorization a signed & dated note must be sent with student or given to staff prior to the authorization.



Volunteer:

At this time Cardinal Kids Club and Little Cards does not allow for parent/guardian volunteers. A parent/guardian is welcome to come and retrieve their child at any time. A parent/guardian may eat lunch with their child however, they will need to complete a background check in the AES or Community Education Office. That parent will not be left unsupervised while in the building, must wear a visitor badge, and can only have contact with his/her child. If the parent/guardian does not complete the background check, or fails, they may enter the building but will be discreetly escorted by the Resource Officer, administration or other district authorized personnel.

Staff: Both the AES Office and Community Education Office can run background checks on parents/guardians. They will need a valid driver's license to process a background check. They will not be allowed to enter the building without a clearance from the background study.

At no time should a parent/guardian be left unattended. They should only have contact with their student/child.



Release of Information

While Annandale Public Schools, Cardinal Kids Club, and Little Cardinals are required by law to obtain and use certain information about participants, this need is balanced with the right of privacy for each child and their guardians.

The District Protection and Privacy policy can be found [here](#).

- Annandale district staff will not share or disclose any personal information regarding a child or their family with any unauthorized persons.
- Communication between child care staff may take place regarding your child to promote success in our program, but will only on a need-to-know basis.
- Communication between District Staff including the health office, AES/Preschool teachers, case managers, and/or para professionals must first receive written permission. Please reach out to the child care coordinator for the specific request forms to approve transfer of information.

Mandated reporting:

1. It is the policy of the school district to fully comply with Minn. Stat. § 626.556 requiring school personnel to be trained and report suspected child neglect or physical or sexual abuse within 24 hours. This includes any occurrence at the certified center (Cardinal Kids Club/Little Cards), within the school district or reported by student.

2. It shall be a violation of this policy for any school personnel to fail to immediately report instances of child neglect, or physical or sexual abuse when the school personnel knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years. Please contact the Commissioner/State at the numbers listed below. Followed by the CE Director, Coordinator or Lead Staff for assistance with reporting.

- If immediate danger call 911
- Or call DHS (651) 431-6600
- Or Wright County 763-682-7449
- Maltreatment Reporting Form can be found [here](#)

3. DHS will be notified of serious injuries so parents may be contacted for further investigation.

4. Parents/Guardians are encouraged to report any DHS concerns of abuse, neglect or misconduct to DHS.

The Annandale District Mandated Reporting of Child Neglect, Physical or Sexual Abuse can be found [here](#).

Staff: All staff will be trained in the mandated reporting responsibilities in accordance with the Reporting of Maltreatment of Minors act. Documentation of the training, its responsibilities, and implementation will be kept on all individuals working with the program.

Grievance Procedure

We welcome comments and suggestions to improve the quality of our program. If you have a grievance or concern about Cardinal Kids Club, Little Cardinals or any staff person, please set up a time to discuss it with the childcare coordinator or email cardinalkidsclub@isd876.org.

The safety of your child, staff and parents are of the utmost importance at our site. If you are concerned with your child's safety, please contact the Cardinal Kids Club/Little Cards Coordinator at 320-274-0625. The Coordinator will document your concern, investigate and call you back with a plan of action. Any concerns of neglect, abuse or misconduct should be reported within 12 hours so if necessary Cardinal Kids Club/Little Cards and the parent/guardian can report to DHS any mandated reporting concerns. (Please refer to Mandated Reporting Section)

Contract Withdrawal

A 15 day notice is required to withdraw from child care services. If you wish to withdraw you must provide it in writing via email to cardinalkidsclub@isd876.org. Tuition will be billed regardless of attendance through the effective date of withdrawal. All outstanding balances, including the amounts billed during notification period, and their fees must be paid in full.

Transportation

Under no circumstances will Annandale District Staff, including child care staff, transport a student in their personal vehicle, this includes emergency situations.

School year: During the school year Cardinal Kids Club/Little Cards does not transport students to and from the bus. For student safety we need children to be signed in and out of childcare daily by an authorized adult.



- The exception to this rule is our Little Cards preschool students. Preschool students using the bus for transportation to preschool must have signed authorization with Annandale schools to do so.
- Preschool Transportation is provided for preschool purposes only, not childcare. Preschool students cannot ride the bus in or home on non preschool days. Little Cards staff will be in contact with parents/guardians in regards to transportation and authorization for staff to sign their student in and out of care.
- Summer: During the summer students are transported via M and M bus company for off site field trips.
- The driver of the vehicle must hold a valid driver's license, appropriate to the vehicle driven. We will comply with all seat belt and child passenger restraint system requirements under sections 169.685 and 169.686

Field Trips

Cardinal Kids Club/Little Cards does participate in off-site field trips during the both summer and school year (on non school days). It is important that your child arrives 30 minutes prior to departure and has appropriate attire to attend these field trips. Registration for field trips, parents night out and non-school day (School's out) day are required via a google form (located on the school website). Information in regards to these dates will be available in the Community Education Catalog and online.

- CKC/Little Cards staff will assist your child in getting to community education classes, Kids College, and any other activities located at Annandale Elementary School. Your student will be signed in and out of these activities by an authorized Kids Club/Little Cards staff member.
- Buses will not wait and no staff will be left behind for field trip activities.
- Please remember to wear Cardinal Colors (Red and Black) or your Cardinal Kids Club/Little Cards t-shirt on all field trips

Weapons

If a child brings an instrument to the program that could be perceived as or used as a weapon, childcare will notify the school resource officer and administrators. The consequences will be applied up to and including termination of childcare services. Weapons may include: firearms, knives, explosives, or any instrument used to threaten or harm another child, staff or self.

Emergency Preparedness

Cardinal Kids Club/Little Cards and staff will participate in monthly fire/evacuation and shelter in place drills. These Drills will be logged on the google sheets labeled "Drill Log." [DHS Drill Log](#)

In the event of an emergency, parents will be notified via email and Brightwheel of the incident and how to proceed. If a parent/guardian has any questions or concerns in regards to our emergency procedures a copy of the district emergency plans is available in the Community Education Office, Room #194, and with the Coordinator in the DHS handbook.

Staff will have 24-7 access to the plans in their first aid kits and clipboard. Staff will be trained prior to each school year, summer start, and when updates are made.

Immunizations:

Students enrolled in District 876, Cardinal Kids Club, and Little Cards must return an up to date immunization record at the start of each school year and summer programming. Immunization records must be turned into the District Nurse by fax: 320-274-8470 and Cardinal Kids Club/Little Cards at cardinalkidsclub@isd876.org. All district immunization records are stored on your family's individual parent portal account. All Childcare immunization records are stored in a locked cabinet in the preschool storage closet and can be added on Brightwheel. Here is the immunization form: [Immunization Form](#)

- To upload immunization records log into the parent portal, select a student, scroll down and select the health tab. This screen will show whether your child is in compliance with immunization standards and give directions on how to upload.
- To add to Brightwheel please log into your child's account via computer, not the app, and upload in forms or under immunizations. You may also email a copy to cardinal-kidsclub@isd876.org



Birthday Treat Procedure

We do NOT serve birthday treats that are food related due to allergy and health related concerns. If you would like a special treat to hand out on your student's birthday, we suggest pencils, stickers, slap bracelets, etc or purchase a book in your child's name for the classroom. Please feel free to reach out for more suggestions.

Appropriate Attire

Please send your students in labeled clothing appropriate for weather conditions and daily activities. Parents will be notified via the Brightwheel app of daily programming. Daily programming consists of a variety of activities including painting, playground/gym time, swimming, etc. Our program is not responsible for lost or damaged items.

- Please label clothing including water bottle
- Winter: Essential 5 are required snow pants, boots, coat, hat, mittens
- Summer: Closed-toe shoes daily for outdoor play, Life Jackets for swimming, Water bottle, and Sun Block



Safety

In accordance with DHS licensing requirements and for the safety of students and staff and to provide quality programming. Cardinal Kids Club and Little Cardinals will adhere to the following ratios.

Little Cards

Preschool 1:10 (Not to exceed 20 per classroom or group) Our preschool students will not intermix with our school age students. With the exception of the cafeteria or on a bus for a field trip. There will be a clear distinction between the two groups of students. (i.e separate tables, bus seats between age groups, etc.)

Cardinal Kids Club

Kindergarten 1:12 (Not to exceed 24 per classroom or group)

School Age 1:15 (Not to exceed 30 per classroom or group)

Mixed Age Groups: On occasion students are grouped by activities vs age groups. All activities will be age appropriate to the youngest age group. All ratios will be in accordance with the youngest learner present. At no time can our Little Cards students mix with our Cardinal Kids Club students. These are two separate programs and should not intermix.

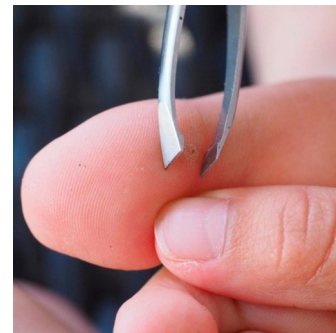
School's Out: Staff to student ratios will be determined by the activity or type of field trip scheduled. Ratios will always meet the facility requirement or state standards by the youngest learner present.

Maintenance

At all times Cardinal Kids Club and Little Cards will maintain a clean and neat environment free from potential hazards. We will leave every area on or off site in better shape than we found it. There are cleaning checklists in all areas, and on all clipboards, to ensure the safety and cleanliness of our school are upheld. These checklists will be completed daily.

Staff will ensure:

- All areas are clean and in good repair with structurally sound and functional furniture and equipment that is appropriate to the age group they are working with.
- All areas will be free from hazardous items including sharp objects, medicines, cleaning supplies, poisonous plants and chemicals that are out of reach of children.
- All chemicals, knives, medications and choking hazards must be stored in a height of 48 inches or higher or in a locked cabinet
- All Biohazardous materials including body fluids or potentially infectious fluids will be disposed of using gloves, disinfecting surfaces that have come in contact with hazards, and disposal of bodily fluids in secure biohazard container or sealed in double plastic bags



Care of First Aid/Bodily Fluids

First Aid kits are located in the Preschool room, on each group's individual cabinet, and in each classroom. When a group lead, or adult, arrives at work they must be sure they have a first aid kit and carry them with them at all times. First Aid kits include: gloves, bandages, ice packs, disinfecting wipes, kleenexes.

Bodily fluids include spit/saliva, vomit, urine, feces, blood, and tears

- If Bodily Fluids occur:
- Remove Children From area
- Glove up and Cover up, but do NOT touch
- Contact Custodial Staff to clean up the affected area
- If custodial staff cannot be found: LEAD STAFF MUST GLOVE UP FOR ALL BODILY FLUIDS and place in an appropriate container for disposal or double bagged and sealed.
- All areas contacted by bodily fluids must be sanitized: toilets, garbage cans, sinks, counters, floors, clothing, etc.
- If contact with body fluids occurs please wash immediately and contact supervisor

Photography Release

Annandale school employees do take photos of the children while they are participating in different activities and events. These photos may be used in various manners including social media, marketing materials or local newspaper. There is a permission option on the enrollment google form. If you would like to option out, please send an additional written statement to the cardinalkidsclub@isd876.org . If you opt out your child's name will be identified on our staff clipboards to ensure no photograph is taken.

Cardinal Kids Club/Little Cards Staff Outside Business Hours

At no time is the Annandale school district or any representative liable for an employee's actions outside of business hours. If an employee is contracted to work as a nanny, babysitter or other employee they will do so at their own liability.



Lost and Found

All lost and found items are located outside the Community Room on the Lost and Found table and between the First grade and Second grade wing stairs. All items will be donated on the last day of the month regardless of when they were added to the table. We strongly recommend you label all of your child's belongings. If your child loses an item please email, cardinalkidsclub@isd876.org, immediately. We will need the item description including size, color and any other markings that will assist us in finding the item. It is the responsibility of the students to keep track of all items.

DHS Designated STAFF: Providers should continue to ensure that a designated staff person is on site if the director is absent. The designee does not have to meet director qualifications, but the designee must be at least 18 years old and be able to fulfill the director's responsibilities to ensure continuity of program oversight. The designee is Site-Supervisor, Lead Or Assistant in that order.