

# Belle Plaine Kids Company

## 2025 - 2026

Drop off in front of Chatfield Elementary, parents are required to get out and walk their child to the iPad to sign their child in and out each day. Pick up will occur on the Chatfield Playground at the end of the Chatfield loop, it is required that children are signed out on the iPad as well.

**Drop Off: 6:00am - 7:30am**

**Pick Up: 4:00pm - 6:00pm**

Kids Company = Kindergarten – 6<sup>th</sup> Grade

Kids Co Wraparound = 3 and 4 year old Preschool Pals students

**Hours:**

6:00 am – 8:15 am & 3:00 pm – 6:00 pm –School Days

6:00 am – 6:00 pm – All Days/Wraparound

**Enrollment Fee:**

Each School Year Per Family= \$50

**Kids Co Pricing:**

Before School = \$10

Afterschool = \$13

**Wraparound Pricing:**

Pricing varies per section

**Staffing:**

The Kids Company program encompasses children from preschool - 6th grade, the program is broken out into two sections, Wraparound and K-6, both programs operate out of Chatfield Elementary School.

**Staff to child ratio:**

15:1 ratio for 1<sup>st</sup> – 6<sup>th</sup> grades

12:1 for Kindergarten

10:1 for Preschool age

**Eligibility:**

Kids' Company and Wraparound are inclusive programs that strive to make reasonable accommodations to support all children. We welcome children of all backgrounds, including any race, creed, or religious affiliation. All children must be potty trained to attend unless a documented disability prevents self-toileting.

### Enrollment of Children with Special Needs & Chronic Health Conditions

When a contract is submitted to enroll a child with special needs, parents will be contacted for a pre-enrollment consultation to determine how our childcare programs can meet the child's needs. We will work with the family and other resource persons to develop a plan for serving the child before determining a start date. The enrollment contract allows parents to identify chronic health conditions including allergies.

### IEPs & 504 Plans

If a child has an existing IEP or 504 plan, families are encouraged to share these documents with the program. NPAS childcare administration does not have access to these documents and requires a parent/guardian-provided copy.

### **Snacks / Meals:**

Children are expected to bring their own food for snacks, breakfast and lunch, when needed. Not all children eat a snack after school but if your child will desire one you need to provide it.

There is **NO FRIDGE** available for food storage. **IMPORTANT:** We do NOT share food at Kids Co with other students.

Wraparound children will have the option to purchase "Snack Cart" through the school program during the school year. The children can pack a lunch or eat hot lunch provided through the school system.

### **Late Fee:**

If you pick up your child after 6:00 pm you will be charged an additional \$5 for every 5 minutes you are late. (Example 6:10pm = \$5) This fine will be applied to your invoice.

### **Drop In / No Show Fee:**

There will be a \$10 charge if your child is scheduled for Kids Company and does not show up without an email or phone call to Kids Company staff notifying of the change. There will also be a \$10 charge if your child shows up to Kids Company on a non scheduled day without notifying Kids Company staff via email or phone call.

### **Payment:**

Kids Company billing cycle will be Monday – Friday, a credit card **MUST** be kept on file with Kids Company. Guardians are responsible for their Kids Co balance, accounts will be kept on *isd716.arux.app* All accounts start as an automatic payment, which we take out every week. Kids Company **no longer accepts cash payments**. Bills exceeding \$200 will be asked to pay it off before the child will be allowed to attend.

## **Illness**

We follow the same protocols for sick children as the school, 24 fever free, no fever reducing medicine. This same rule applies to vomiting and diarrhea- your child must be symptom free for 24 hours before returning to Kids Co

## **Behavior Policy**

Kids Company has a separate behavior policy with different levels of slips that will also be sent out.

Kids Company management may follow up with an email or conversation if the child is sent home with a slip.

[Kids Co Behavior Agreement - Google Docs](#)

## **Technology**

To ensure a safety for all kids, all non-school issued electronic devices including, but not limited to cell phones, Smartwatches, and personal tablets must be kept in a backpack during the day and either silent or turned off. Taking pictures at Kids Co and posting pictures, videos, or comments at Kids Co on a personal device is not allowed. Children using technology devices inappropriately will have them confiscated by staff.

Belle Plaine Schools assume **NO RESPONSIBILITY** for the loss, damage, or theft of any electronic devices nor is it obligated to investigate any loss, damage, or theft. If you are concerned about loss, damage, or theft, leave the device at home.

If you need to communicate directly between child and parent, please contact the Kids Company cell phone and we can make this happen.

## **Personal Belongings:**

We ask that all necessary belongings be labeled including water bottles, lunch boxes, etc. We ask that you encourage your child not to bring any toys or personal belongings to school.

## **Children Schedule:**

It is mandatory that you provide a planned schedule of when your child will attend Kids Co. If your child does not show up to Kids Co on a day they are scheduled to be attending a staff member will be calling to determine where your child is. We ask that you either email or call to let us know when your child will not be attending Kids Co if they are scheduled. We will not call parents if their child does not show up in the morning on days they are scheduled. All parents **must** fill out a children's schedule form in order to have their child in Kids Co.

## **Photos:**

We do take pictures throughout the year of the children doing various activities. We post pictures around the Kids Co room and we may use some of the pictures for flyers and brochures. We do not use children's names. We do not use photos outside of the Kids Co room of individuals who request no pictures on their registration sheet.

## **What children should bring to Kids Co:**

- Tennis Shoes
- Food - breakfast, snack, lunch etc
- Water bottle
- Appropriate outdoor clothing

- o Winter: Snow pants, boots, gloves, hat, coat

\*\*\*It is helpful if you keep all items in a bag and have items properly labeled with child's first and/or last name

#### **Early Dismissals and/or After School Programs Canceled:**

If the Belle Plaine School District #716 announces an early dismissal from school or cancellation of all after-school programs and activities:

- Kids Company staff will be available for the children to come to while parents/guardians make arrangements for their children to be picked up.
  - o We ask that **if** your child will not be picked up **within the hour** of school being dismissed you notify Dorothy via email or the Kids Company phone so we know that there is a plan in place for your child to be picked up.

#### **Late Starts:**

If the Belle Plaine School District #716 announces a late start for the day:

- The night before a school day, Kids Company will open at 8:00am
- Before 6:00am the morning of a late start, Kids Company will be open at 8:00am
- After 6:00am the morning of a late start, Kids Company will be open until school begins
  - o If school is canceled after a late start, Kids Company staff will be available for the children until parents/guardians can make arrangements for the children to be picked up.
  - o We ask again that you notify Kids Company either Kids Company phone or email of planned arrangements if your child will not be picked up within the hour.

#### **Cancellations:**

If the Belle Plaine School Districts #716 cancels school for the day:

- The night before the school day Kids Company will be **CLOSED**
- Before 6:00am the morning of a cancellation Kids Company will be **CLOSED**
- After 6:00am the morning of a cancellation Kids Company will be **CLOSED**
  - o Kids Company staff will be available for the children until parents/guardians can make arrangements for the children to be picked up.
  - o We ask again that you notify Kids Company either Kids Company phone or email of planned arrangements, if your child will not be picked up within the hour.

#### **Important Phone Numbers:**

Kids Company Cell Phone.....651-279-1572

Chatfield Elementary.....952-873-2401

Oak Crest Elementary.....952-873-2402

Community Education.....952-873-2411

Have questions?

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