



2019-20
FAMILY
HANDBOOK

www.KidsSafari.org



DIRECTORY

General Information, Registration &

Billing: 952.681.6128

Email: KidsSafari@isd271.org

Kids' SAFARI Administrative Office
Community Education Campus – Suite 200
2575 West 88th Street
Bloomington, MN 55431

www.KidsSafari.org

Hillcrest Community School

9301 Thomas Rd
952.681.5306

Indian Mounds Elementary

9801 11th Ave S
952.681.6006

**Normandale Hills
Elementary**

6501 Toledo Ave S
952.806.7006

Oak Grove Elementary

1301 W 104th St
952.681.6806

Olson Elementary

4501 W 102nd St
952.806.8806

Poplar Bridge Elementary

8401 Palmer Ave S
952.681.5406

Ridgeview Elementary

9400 Nesbitt Ave
952.806.7106

Valley View Elementary

351 E 88th St
952.681.5706

Washburn Elementary

8401 Xerxes Ave S
952.681.5506

Westwood Elementary

3701 W 108th St
952.806.7206

2019-20 KIDS' SAFARI CALENDAR

September 2019						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2020						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2020						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March 2020						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2020						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY 2020						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

June 2020						
S	M	T	W	Th	F	S
31	1	2	3	4	5	7
7	8	9	10	11	12	19
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July 2020						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2020						
S	M	T	W	Th	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

	Regular School Day		PYD schedules are due the 20th of each month for the following month
	Non-School day		Camp SAFARI: Tentative June 10-August 14
	Program closed		Super SAFARI: Tentative August 17-19
	Payment due- all on the 5th, or 1/2 on the 5th and 1/2 on the 20th		

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Bloomington Community Education's Youth and Family Department would like to welcome your family to Kids' SAFARI

This Family Handbook outlines what you may expect from Kids' SAFARI and what our program expects from you in return. We hope your family's experience with us will be an enriching and positive one. Please know that Kids' SAFARI reserves the right to amend its policies and procedures at any time.

Position Statement

Kids' SAFARI encompasses before/after school and summer programs offered for children in kindergarten through grade 5. The focus of these programs is on school-age childcare and enrichment opportunities designed to meet the changing needs of children and families. This is accomplished through creative learning experiences designed to increase social interaction. Our programs are fee-based and administered by the Bloomington Community Education's Youth and Family Department. Kids' SAFARI is available at all Bloomington Public Schools elementary buildings.

Kids' SAFARI Philosophy

Our purpose is to lead children to discover friendship, independence, and confidence through a variety of activities and experiences. Children are encouraged to discover their talents and interests and to take pride in their accomplishments. The staff and program facilitate a warm and secure environment. The role of Kids' SAFARI, in cooperation with home and school, is to support the development of the whole child.

Students Eligible for Enrollment

Kids' SAFARI accepts all kindergarten through grade 5 students residing in or attending an elementary school in Bloomington. During the summer, Kids' SAFARI provides full-day programming for students entering kindergarten through the completion of grade 5 in our Camp SAFARI program.

RESPONSIBILITIES OF PROGRAM, STUDENTS & PARENTS/GUARDIANS

Program's Responsibilities:

- Provide a safe, positive and enriching environment which meets the developmental needs of students.
- Provide caring staff who show genuine respect for students and provide positive role models.
- Keep parents/guardians informed through regular newsletters, flyers, email and verbal communication.

Student's Responsibilities:

- Be friendly.
- Be safe.
- Be honest.
- Be respectful.
- Have fun!



Parent/Guardian's Responsibilities:

- Observe the rules and policies of the Kids' SAFARI program and Bloomington Public Schools.
- Share concerns with staff members about your child's needs in the program.
- Listen to concerns of staff members about your child's behavior and work towards an agreeable solution to any problems.
- Keep your online account and emergency information complete and up-to-date.
- Inform site when your child will not be in attendance.
- Inform site if someone else will be picking up your child.
- Read handbook, billing information, emails and messages posted at the site.
- Abide by all contract obligations and keep financial account current.

Bloomington Public Schools has a Respectful Workplace policy. It states: "Staff shall not engage in unprofessional or disrespectful behavior, or be subjected to unprofessional or disrespectful behavior from co-workers, parents/guardians, or people doing business with the District." The entire policy can be found on the district's website (bloomingtonschools.org, School Board Policy 457). Family members are expected to model respectful and positive behavior when working with program staff either in person, on the phone, or via email. Any family member treating a staff member unprofessionally or disrespectfully may result in termination of the child's contract.

PARENT ROLE & COMMUNICATION

The connection and communication between home and Kids' SAFARI is vital to the success of your child. Parents/Guardians are welcome to visit the site. Please feel free to share any information at any time that may affect your child's time with us at Kids' SAFARI.

There is a family log/notebook available at each site for parents/guardians to write important information regarding child pick-ups, absences, etc. This notebook will be checked daily. If you need to relay important *confidential* information regarding your child, please talk to program staff.

Parent Permission

Upon registration, parents/guardians authorize the following:



- Permission for use of the name, photographs, video and quotes of your child(ren) for use at open house events, scrapbooks and orientation.
- Permission for use of the name, photographs, video and quotes of your child for the purpose of publicizing the program (newspapers, flyers, brochures, internet, TV, etc.).
- Permission for your child(ren) to participate in neighborhood walking excursions.
- Permission for your child(ren) to take part in field trips on a day they will be in attendance.
- Permission for exchange of information between Bloomington Public School personnel and the Youth and Family Department whenever it would be beneficial for your child(ren).

Questions and Concerns

If you have a concern regarding the Kids' SAFARI program or a staff person:

1. Immediately set up a time to discuss it with the Youth and Family Coordinator (YFC) at your Kids' SAFARI site.
2. If the issue is not resolved, contact the Program Manager at the Administrative Office.

Written grievances are to be submitted to the Administrative Office.

PROGRAM COMPONENTS

Before School (6:30am – school start)

The morning program is a balance of self-directed and staff-led activities that include arts and crafts, dramatic play, gym and outdoor activities, games and children's literature. A light breakfast is available through the school's meal program. To participate in the meal program, you must set up an account online via The HUB on the district website (bloomingtonschools.org).

After School (school ends – 6:00pm)

Children may choose to participate in outdoor activities, gym games, arts and crafts, homework club, science, or special activities. An after-school snack is provided.

Non-School Days

Kids' SAFARI is open when school is closed due to conferences, workshop and winter/spring break. Non-School days are requested separately in addition to your current contract via your online account. A light breakfast and snack are provided on these days; children need to bring their own lunch and beverage. This option can be used in combination with the Consistent Schedule, Pick Your Days and Drop-In Contracts.

Requests must be submitted on or before the date listed on our website in order to be registered for Non-School Days at the Early Bird or Guaranteed Rate. After that deadline, space may only be reserved on a drop-in basis. Charges are billed monthly. **Once the request is approved, schedule changes and/or switching of days is not permitted.** Non-School Days may be cancelled for a 50% credit if requested *in writing* to the Administrative Office by the deadlines listed on our website. Vacation credit is not available for use on non-school days.

In case of an emergency need for care within three days, please contact your child's site to see if space is available. Once drop-in availability is confirmed by staff, you are responsible for payment and refunds will not be given. If space is not available, names will be placed on a waitlist and, pending availability of space, processed in the order in which they are received. Children will not be allowed to attend unless the family has received written confirmation from the Kids' SAFARI program.

Due to enrollment and staffing, sites are combined for Non-School days. Watch for information at your site and on the Kids' SAFARI website. Children must attend the site their home school has been assigned to. Transportation is not provided.

Camp SAFARI

Kids' SAFARI offers a full-day summer program called Camp SAFARI. Summer program hours are 6:30am to 6:00pm. The program is typically closed the last two weeks of summer for staff training and site set up, with an option of Super SAFARI during part of that time. Camp SAFARI and Super SAFARI are contracted separately from the school year. Registration is available online in the Spring. Please refer to the Kids' SAFARI website for exact dates and sites. Transportation is not provided.

Days Closed

The Kids' SAFARI program will be *closed* on the following days:

- Labor Day
- Thanksgiving Day and the day after
- Christmas Eve and Christmas Day (or observed dates)
- New Year's Eve Day and New Year's Day (or observed dates)
- Martin Luther King, Jr. Day
- President's Day
- Spring Holiday (Good Friday)
- Memorial Day
- Break between the end of school year and summer program
- July 4 (or observed date)
- Break between the summer program and start of the school year



Please refer to the online SAFARI calendar as specific dates vary.

ENROLLMENT & REGISTRATION

Registration is available online at KidsSafari.org. If you do not have access to a computer you may visit the Community Education office for assistance. In order for registration to be complete, we require the following:

- Completed online contract, agreement to terms, and Family Emergency Information.
- \$40 (new students) or \$30 (renewal) non-refundable registration fee, charged at time of contract approval.
- A valid and frequently checked e-mail address.

*Please allow a **minimum** of three business days to process contract requests.*

Registration for the 2019-20 School Year

After August 16, 2019, Kids' SAFARI will be able to approve schedule changes for the Consistent Schedule Contract option only dated September 16, 2019 or after with a one-week written notice to the administrative office. Kids' SAFARI is not able to accommodate schedule changes before September 16, 2019.

Kids' SAFARI reserves the right to delay enrollment due to processing registration, the need to increase staffing, or to gather additional information about the student. Students requiring one-on-one accommodation will be able to attend the program once a qualified staff member is trained. Families will be notified in advance with a start date for the program. Kids' SAFARI also reserves the right to deny or limit service due to non-payment of outstanding Community Education program charges.

CONTRACT OPTIONS

Consistent Schedule – Requires a consistent weekly schedule.

- Permanent schedule changes representing a new consistent pattern of attendance require families to request the change via email to KidsSafari@isd271.org. You will then be notified of acceptance/denial.
- A one-week written notice is required for all schedule changes and incur a \$10.00 per child revised contract fee.
- After August 16, 2019, Kids' SAFARI will only approve schedule changes for the Consistent Schedule Contract option dated September 16, 2019 or after with a one-week written notice to the administrative office.
- If space is available, drop-in days may be added at the Drop-In rate. (see below)



Pick Your Days – Varied monthly schedule

- Pick Your Days schedules must be submitted by noon on the 20th of each month for the following month via your online account. Schedules submitted after the due date will be drop-in only. Pick Your Days contracts are required to be on Auto Payment via ACH or credit card. Date of Auto Payment is indicated on the invoice.
- Once the submitted schedule is approved changes are not permitted and credit will not be given for absences, including illness.
- Requests for additional days submitted after the due date may be added at the Drop-In rate. (see below)

Drop-In

- Parents must submit a Drop-In request at least 24 hours prior to needed date via their online account. For an emergency drop-in (within 24 hours) please contact staff at the site. Drop-ins are accepted as space allows and we cannot guarantee availability.
- Children may not attend until the request is approved online. If a child attends without an approved Drop-In request, families will be expected to pick-up the child immediately. Subsequent incidents may result in termination of Kids' SAFARI contract and care will no longer be provided.
- Drop-in charges will be invoiced on the next billing cycle.
- Refunds are not available for a cancelled approved drop-in date. Switching dates/times is not permitted.
- Drop-In contracts can be used for children who attend only on Non-School Days.

FINANCIAL POLICIES

Program Fees

Charges are generated through your online account. Payment is due in *advance* of service whether or not your child is in attendance. *No refunds or credits are given for absences, including illness.*

Consistent Schedule payments may be made in two equal installments, due by the 5th and the 20th of the month.

Pick Your Days payment is required to be on Auto Payment via ACH or credit card. Payment date is indicated on the invoice.

Drop-In payment is required to be on Auto Payment via ACH or credit card. After the site has approved your reservation the drop-in charge will appear on your next statement

Receipts

Families manage their own accounts online. This includes printing any necessary receipts.

Vacation Credit *(applies to Consistent Schedule contract only)*

Vacation credit equal to the child's consistent schedule is available with a one-week *written* notice to the Administrative Office, once per school year and once per summer, for up to 5 consecutive days within a two-week time frame. Children may not attend the program during the requested time off. If your child arrives, you will be charged at the drop-in rate and the vacation credit will be voided. Vacation credit does not apply to Non-School Days.

Revised Contract Fee *(\$10 per child, per change)*

Schedule changes representing a new pattern of attendance require a one-week written notice to the Administrative Office and incur a \$10 charge per child, per change. Requests must be approved/denied before the change can begin.

Declined Payment

Those with an established pattern of declined payment will be required to change their contract to a "Pick Your Days" option and must pay the entire month's bill upon approval of submitted schedule. (see above)

Late Payments

Kids' SAFARI is a non-profit, self-supporting organization and needs your prompt payment to meet expenses. A \$20 late fee is added to any unpaid balance for payments received after the 20th of each month. Kids' SAFARI reserves the right to discontinue or limit service due to failure to meet payment obligations as defined by the contract. Accounts in default are placed with a collection agency. Clients with defaulted accounts incur all costs relative to collection, including legal and collection agency fees. Families who have been in collection with ISD #271 will be required to use a credit card for their Kids' SAFARI account.

NSF Checks

Bloomington Public Schools uses PayTek to electronically recover any insufficient fund checks returned to the school district along with a \$30 state allowed fee. If repayment is not made within 5 business days of notification, Kids' SAFARI services may be suspended. To reach PayTek directly, please call customer service at 1.800.641.9998. Families will be required to use a credit card for payment for any future transactions if they have previously given ISD #271 a NSF check.

Fee Assistance

Kids' SAFARI has a contract with Hennepin County which enables families who qualify to obtain financial assistance for childcare. Please call Hennepin County at 612.348.5937 for more information. Parents are responsible for reading and understanding all Hennepin County guidelines and procedures.

Withdrawal from the Program

Withdrawal from the Kids' SAFARI program requires both:

A one-week *written* notice to the Administrative Office.

AND

Online cancellation of your contract.

The weekly program fee will be charged for one week following the date in which the Billing Department receives written notice. Payment in full is due upon withdrawal.

Attendance Policies and Procedures

Sign In/Out Procedures

A parent/guardian must sign your child in every morning and out every afternoon via an electronic system, which automatically timestamps your signature. Failure to comply may result in termination of your contract.



Access Cards

Kids' SAFARI parents/guardians use a programmed electronic card to gain access to the school building during Kids' SAFARI program hours before and after school. Each site will have a designated door to enter, and the access cards will only work on that door. Westwood and Normandale Hills Kids' SAFARI families do not use the access system, but instead have a staff member monitoring the main door and welcoming all guests. During school hours, families must enter through the school's main office.



Up to two access cards will be issued to families. There is a \$25 fee for additional cards and replacements for lost cards. **All cards must be returned on your last attendance day or at the end of the school year contract to avoid a \$25 per card penalty fee.**

Absences

Before School – if your child will be absent from the morning Kids' SAFARI program, there is no need to notify us.

After School – if your child will be absent from the afternoon Kids' SAFARI program, please call your Kids' SAFARI site. A list of site phone numbers is on page one. If Kids' SAFARI staff are not notified, we will call to confirm the absence and/or to notify you of non-attendance, and charge a \$5 Finder's Fee. **Calling the school absence line or sending a note to your child's teacher is not sufficient, as the school is not responsible for relaying this information to Kids' SAFARI.**

Non-School Days – if your child will be absent from a scheduled non-school day or will be arriving after 9:00am you must call the site of attendance or a \$5 Finder's Fee may be charged.

Authorized Pickups

When you register your child for Kids' SAFARI, please name all persons authorized to pick up your child and anyone who is *not* allowed to pick them up. In order for us to legally stop a non-custodial parent from taking a child, a copy of the current court order must be on file at the Kids' SAFARI site. Staff cannot physically stop a parent from taking a child at any time.

You must inform the staff in advance, preferably in writing, if someone other than an authorized pickup will pick-up your child. We ask you to remind the authorized person that site staff will ask for picture identification if we do not already know him or her. We will accept your child's verification regarding identification if needed.

Late Pick-up Procedures

Kids' SAFARI ends promptly at 6:00pm

Our procedures are as follows:

1. A late fee of \$1.00 per minute per child (maximum amount of \$60.00 per child, per day) will be assessed beginning at 6:00pm (according to our electronic sign in/out system).
2. If we have not heard from a parent/guardian by 6:15pm, the emergency contacts will be called.
3. If we have not heard from a parent/guardian or emergency contact by 7:00pm, we will notify the Bloomington Police Department.



It is understood that conditions beyond one's control exist (inclement weather, etc.). If these conditions arise you must notify the site as soon as possible to make arrangements for *someone else* to pick up your child.

Continued late pick up will result in termination of your contract.

School Closings

Bloomington Public Schools severe weather procedures aim to minimize the loss of instructional time while being mindful of student and staff safety. School will be closed only when extreme weather poses a risk to students and staff. The Superintendent makes every effort to announce this decision no later than 5:30am. If Bloomington Public Schools are closed for the day Kids' SAFARI will also be closed.

School closures are communicated via:

- Phone and email through our automated notification system (Blackboard Connect)
- The district website (bloomingtonschools.org)
- Facebook (Bloomington Public Schools)
- Twitter (@District271)
- WCCO radio (830am)
- Local TV stations
- Text message to your mobile phone – click 'Can Receive Text Messages' in your account contact info

Every attempt will be made to avoid closing school once classes are in session. The district may decide to have an early release, or cancel after-school and/or evening activities on the basis of current or predicted weather conditions.

Full Day Closing

If Bloomington Public Schools are closed all day, Kids' SAFARI will also be closed.

Early Dismissal

In the event the Bloomington Schools close mid-day, Youth and Family after-school programs *may not open*. Your child will be sent home according to school guidelines. It is imperative that you have an action plan to assist your child in handling an early dismissal from school.

Cancellation of After-School Activities

In the event that Bloomington Schools close all afternoon and evening programming and Kids' SAFARI is *in operation*, we will remain open until all children are picked up. You must initiate your emergency pick-up plan:

Pick up your child promptly.

OR

Contact someone else to pick up your child.

Tuition which encompasses any school closing is non-refundable.

PROGRAMMING

Daily Activities

Children's play is often active and messy. Please dress your child in comfortable play clothes and shoes intended for running and climbing.



Outdoor Activities

Outside play is an integral part of children's developmental learning, health and well-being. Students must be prepared to go outdoors every day. Kids' SAFARI staff will assess the weather conditions to determine if activities will be carried out as planned. If your child is unable to go outside due to health conditions, please talk to staff.

Enrichment Classes

Community Education offers a variety of after-school enrichment classes. Offerings and dates vary by site. Watch for flyers via the Peachjar online system or visit the Community Education enrichment website at bloomington.ce.eleyo.com.

Video/Computer Games

Kids' SAFARI acknowledges the importance of technology in developing children. We allow children to play computer and video games at times. Please contact your child's site with any questions.

Toys & Personal Belongings

Kids' SAFARI is not responsible for lost, stolen or broken personal belongings. Please leave toys at home. Occasionally, Kids' SAFARI will have a special day where they are allowed. Please check with your site as to when these days will occur.

Weapons Policy

In accordance with school district policy, Kids' SAFARI takes a zero-tolerance position on the possession, use, or distribution of weapons, toy weapons or pretend weapons of any kind. The entire policy can be found on the district's website (bloomingtonschools.org, School Board Policy 501). Students in possession of any type of weapon may be subject to suspension, contract termination, or other disciplinary action deemed suitable.

Field Trips

When you enroll your child in Kids' SAFARI, you are giving permission for them to participate in off-site field trips. Kids' SAFARI will inform you in advance of all field trips that occur. Transportation for field trips will be provided through the district, though occasional off-site walking trips may also occur. Field trip costs are included in Kids' SAFARI fees. All children are expected to accompany the group on the field trip as alternate care is not available. All emergency/medical procedures will be followed. Picking up and dropping off from a field trip is not allowed.

Behavior Management

We maintain appropriate behavior through clear consistent guidelines, consequences and positive staff interaction. When dealing with inappropriate behavior we utilize parental assistance and school staff. If a child displays a pattern of consistent inappropriate behavior, Kids' SAFARI reserves the right to evaluate whether the child can best be served by our program, and to suspend any child based on program or school district policies or inappropriate behavior. In the case of a suspension, a discussion and/or mandatory meeting will take place between the parent, child (if appropriate) and staff before the child can return to our program. Tuition credit or refund is not available for suspension from our program.

Special Needs

If your child needs an accommodation, please call one of our Inclusion Coordinators at 952.681.6105 or 952.681.6127. We will do our best to accommodate these requests.

Accommodation Process

Kids' SAFARI is committed to providing a safe, healthy atmosphere for the students we serve. We will provide all reasonable and appropriate accommodations to any student within the existing Kids' SAFARI program. We are committed to working with the student's family to determine appropriate accommodations. If a student displays a behavior which jeopardizes the safety of themselves or others, the staff will contact the student's parent/guardian and request that the student be removed from the program for a predetermined amount of time. When a student has persistent difficulty being a part of the existing Kids' SAFARI program, the following steps will be taken to promote their success:

1. The student's behavior will be observed and monitored by Kids' SAFARI and school staff. Information will be gathered from the student, his or her family, and school personnel.
2. A plan and timeline for inclusion will be developed. All involved parties will be expected to sign, date and comply with the behavior plan. A child may be removed from the program until a signed plan is in place. Changes will be made to the plan if determined to be necessary.
3. Occasionally, the existing Kids' SAFARI program will not be the best environment for the student. If all integration efforts have been exhausted within the existing timeline and have not been successful, the Kids' SAFARI accommodation team will evaluate the ability of the program to serve the student. If it is determined that the program can no longer accommodate the student, the child's contract will be cancelled.

MEDICAL INFORMATION & POLICIES

Immunizations

Kids' SAFARI must maintain or have access to records detailing the child's current immunizations or applicable exemption prior to the first day of attendance. Any student not enrolled in Bloomington Public Schools must submit immunization information to the Kids' SAFARI office prior to the first day of attendance.

Special Health Conditions

It is the parent's/guardian's responsibility to inform Kids' SAFARI upon enrollment, or at appropriate times, of any special health conditions and/or needs such as asthma, severe allergies, diabetes, seizures, heart conditions, etc. so that we can provide for appropriate care. Please notify staff if your child is on any medication that might cause side effects. Parents/guardians are welcome to review snack choices for allergy concerns and are free to send an alternative snack with their child.

Illness

Bloomington Public Schools and Kids' SAFARI are committed to providing an environment in which students can thrive. Please keep your child home if they have any of the following symptoms: fever of 100 degrees or higher, diarrhea or vomiting within the last 24 hours, an undiagnosed rash, inflamed eyes, severe cold or sore throat.



A student may return to Kids' SAFARI:

- When their temperature is normal for 24 hours.
- 24 hours after the last occurrence of vomiting and/or diarrhea.
- 24 hours of treatment at home or under a physician's care.

If a child becomes ill at Kids' SAFARI, we will isolate the child with proper supervision and notify the parent/guardian listed on the student's account to immediately pick up your child. If you cannot be reached, the staff will contact the emergency contacts listed on your child's account.

Please notify Kids' SAFARI if your child develops a communicable disease. Information about confirmed contagious diseases will be posted at the site the same day we are notified, to inform parents of possible exposure.

Medications

By law we are not permitted to give any medication, including over the counter medication, **without a doctor's order**. Kids' SAFARI staff can administer medication only if **both** of the following conditions are met:

1. A medical permission form is signed by the **parent/guardian and doctor** and on file with Kids' SAFARI. Forms are available upon request and may be faxed to the site when completed.
2. Medication is brought in the original container clearly marked with your child's first and last name, directions and dosage.

We are not permitted to give expired medication. Any unused medication will be returned to the parent or guardian or destroyed. It is the parent/guardian's responsibility to transfer medication between the regular site and Non-School Day or Summer sites. Kids' SAFARI is not responsible for transporting student's medication.

Allergies

Upon registration, a parent/guardian must complete the allergy information form, which includes a description of the allergy, avoidance techniques, description of reaction and how to respond to the allergic reaction.

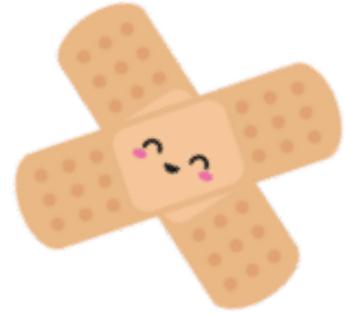
Injuries

Kids' SAFARI makes every effort to maintain a safe environment. Staff are trained in First Aid and CPR. If your child becomes injured at Kids' SAFARI the staff member's first duty is to provide first aid, second is to notify parents/guardians. Emergency information must be completed online when registering for Kids' SAFARI. Please keep this information current.

Accident Reports

If a student has a minor injury that requires first aid, you will be notified when you pick up your child. If a student receives a serious injury, which may require medical attention, the staff will call the parent/guardian to arrange an immediate pick up.

If a student is involved in an **emergency situation**, the staff will call 911 and a parent/guardian or an alternate listed on the child's account will be contacted as soon as possible. The emergency response personnel will evaluate needs and/or treatment, which may include transport to a medical facility per their agency protocols. The parent/guardian will be responsible for all charges for medical care.



Child Abuse or Neglect

School district employees are mandated reporters and are required by law to report any suspected cases of child abuse or neglect.