ISD 361

BRONCO KIDS CARE

2026-2027 PROGRAM HANDBOOK

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SECTION 1
Introduction

WELCOME TO BRONCO KIDS CARE!

We are so excited to offer safe and quality child care to you and your family. School Age Care is operated through International Falls Public Schools Community Education Department. This program is designed to provide a safe and supervised environment for children, Kindergarten through 5th Grade. Bronco Kids Care offers a variety of activities to allow children to build new skills, friendships, and have positive experiences.

This handbook will serve as a guide and reference for parents and guardians regarding our program, policies, and guidelines.

We welcome your family and look forward in serving your child care needs!

BRONCO KIDS CARE MISSION

To provide age-appropriate care and enriching learning experiences, through positive social interactions, a variety of activities, and supportive environments.

Program Info

STAFF

Child Care Lead Staff Kaleena Sanchez	ksanchez@isd361.org
Support Specialist Angela Scholler	ascholler@isd361.org 218-283-2571 ext. 1250
Child Care Coordinator Molly Larson	mlarson@isd361.org 218-283-2571 ext. 1186

HOURS AND DAYS OF OPERATION

School Year Programming: PM Care: 2:50 PM - 5:30 PM | Monday, Tuesday, Wednesday, Thursday, and Friday (snack will be provided)

West End Early Learning Center
1515 11th St. International Falls, MN
Serving Falls Elementary students

CONTACT INFORMATION

Mailing Address
Bronco Kids Care
ISD 361 Community Education
1515 11th St.
International Falls, MN 56649

Email: communityed@isd361.org

Website
https://www.isd361.org/page/community-education

SECTION 2

Scheduling & Attendance

RATES AND FEES

Annual Registration Fee: $30/child, ***non-refundable***
After School Care: $13 - 15/day, based on scheduled days per week

Consistent Schedule (same days a week)

- 4-5 days a week : $13/day
- 2-3 days a week: $14/day
- 1 day a week: $15/day

Pick Your Days Schedule (different days each month)

- $14/day - must select at least 5 days/month of care

Drop in Rate: If your child attends the program on a day they were not scheduled to attend, a drop in fee will occur. Due to staffing and program preparation, in order to add an extra day onto your child(ren)'s schedule, staff must be notified at least 7 days in advance. In the case of a drop in care day without a 7 day notice, the day will be added as a $15 drop in fee.

Finder's Fee: If your child is absent from our program, you must call or message staff before the end of the school day. If we are not notified of the absence, you will be charged a $5 locator's fee for that day

Late Pick-Up Fee: Children must be pick up by 5:30 PM or a late fee of $1 per minute beyond 5:30 PM site close will be applied. Staff will attempt to call parents/guardians at 5:30 PM, including emergency contacts as needed. If no one is coming to pick up the child by 6:00 PM, law enforcement will be called to pick up the child and take them to the law enforcement center to wait for caregivers.

SCHEDULING AND INVOICING

Schedules are due every other Wednesday by 4 PM for the upcoming two weeks. Families will receive an email reminder from Angela Scholler, Support Specialist, that states when schedules are due. Please submit online through your Arux account.

Changes to Contract/Withdrawl
Bronco Kids Care requires a one week notice for any contract changes and two week notice for withdrawl from program. These changes should be emailed to Child Care Coordinator or Support Specialist.

On the first of each month, families will receive an invoice. Payment in-full must be received by the 15th of each month to avoid late fees.

Late Payment Fees: Payments after the 15th will be considered late. A $20 late fee will be assessed on any outstanding bills. If your bill is not paid in full by the end each of the month, your child care contract could be suspended.

We understand that things come up and you might not be able to pay an outstanding bill. If you contact program staff 48 hours in advance of not being able to pay a bill, you will receive a 4-day grace period. After that, a $20 late fee will be applied to your account.

BILLING AND PAYMENT

Paying your Bill: Bills are sent via email, every month. Everyone can pay through Arux using a credit card, ACH account, or pay in-person in the Community Education office.

Please make sure to look at your invoice and contact Angela Scholler if you have any questions - ascholler@isd361.org | 218-283-2571 ext. 1250

ATTENDANCE

Absences & Attendance: When your child is absent from school that information is not automatically transferred to the program site. Please call in your child's absence from the program to the following numbers by 1 PM the day your child will not attend:
Community Education:

- 218-283-2571 ext. 1250
- 218-283-2571 ext. 1186

If staff is not notified of an absence, staff will try to reach caregivers, and then emergency contacts. A Finder's Fee will be charged when staff are not notified of an absence prior to program time.

Bronco Kids Care is a full-time, contracted school-year program. This means that families pay for all regular after school programming regardless of attendance. Fees are not credited for sick days or other absences. Please change your schedule in advance if your family is going on vacation, out of town trips, or has appointments.

CLOSURE DAYS

School Closures: In the event that school is closed due to an emergency or severe weather. Bronco Kids Care will also be closed. Families will be notified through announcements. All daily fees are reimbursed for school closures.

Holidays/Non-School Days: Bronco Kids Care is closed in observance of the following holidays: New Year's Eve, New Year's Day, Good Friday, Memorial Day, Juneteenth, 4th of July, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, and Christmas Day. School breaks and holidays will also be non-programming days.

SECTION 3

Programming Goals & Expectations

PROGRAM GOALS FOR CHILDREN

To create an safe and supportive environment where all children are encouraged to pursue interests, try new things, and develop skills that set them up for success.

To foster an environment where children develop friendships, grow their independence, and learn important social-emotional skills.

To have fun, be kind, be safe, be honest, and be respectful to staff and other children.

To provide a variety of developmentally appropriate activities for children to choose from.

To ensure a caring staff that shows respect for child and has confidence in all children's potential to rise to any occasion and meet expectations.

PROGRAM GOALS FOR FAMILIES

To provide affordable care for children between the hours of 2:50 - 5:30PM during the school year.

To provide children a safe, supportive, healthy environment where their social, emotional, and physical needs are met.

To provide extended learning time and activities complimentary to the school experiences.

To receive regular communication between families and staff to ensure that families are well informed about the program and their child's experience.

PROGRAM EXPECTATIONS

PROGRAM EXPECTATIONS FOR CHILDREN

- Have fun, be kind, be safe, be honest, and be respectful to staff and other children
- Be responsible for their actions
- Participate fully in a large group care setting
- Respect school rules that guide them during the day and when at program
- Remain with the group and program staff at all times
- Follow simple directions appropriate to the child's age
- Take care of material and equipment properly, return them to their proper place when done or before taking new ones out

PROGRAM EXPECTATIONS FOR FAMILIES

- Read parent/guardian handbook
- Pay fees on time as explained in the fees and payment procedures
- Keep the child's records up-to-date as explained in the enrollment form
- Pick up children on time as explained in Attendance Procedure section
- Forward changes of address and phone number to the program coordinator or Community Education office
- Follow the health and medication policies as explained in the Illness/Medication Procedures section
- Contact the site if their child will not be attending as scheduled
- Pay attention to any communication from the site staff regarding child's behavior and cooperate in efforts to bring improvements to the situation
- Inform staff about any special/unique needs of the child, including allergies
- Communicate appropriately and respectfully to staff
- Understand the function and schedule for our large group care environment and understand your child's ability to be successful in that environment.

Member Code of Conduct

By enrolling in our program, families are agreeing to the following code of conduct. Members are expected to follow the listed expectations below.

1. Respect for self, other children, and staff
2. Respect for the personal belongings of others
3. Respect the feelings of others
4. Respect the school district and program property and equipment, both on-site and offsite
5. Respect and follow all rules, procedures, and policies of the program.

Members that are unable to abide by the Member Code of Conduct may be suspended, removed for an extended period of times, or terminated from the program. Behavior that is considered unsafe and unacceptable may include but are not limited to:

- Causes or attempted to cause physical harm or injury to self, other children, or staff.
- Causes or attempts to cause destruction of school property, community property, or property of others.
- Leaving the designated program area with the intent to run away or hide from staff.
- Behavior that may be perceived as sexual in nature.
- Inability to function cooperatively in the program's large group setting.
- Needs that create a fundamental alteration of the program and its philosophy.
- Behavior that goes against the district's bullying policy, which is as follows:

BULLYING POLICY

We believe in a safe and civil environment is needed for all students to learn and attain high academic standards and to promote healthy relationships. We believe in an environment that is free from harassment and violence on the basis of a person's race, ethnicity, color, creed, religion, national origin, immigration status, sex, age, marital status, familial status, socioeconomic status, physical appearance, sexual orientation, gender identity, and disability. See district policy #514.

Behavior Practices

By enrolling in this program, families and children are agreeing to follow behavior expectations. Our staff encourages appropriate behavior through clear guidelines, consistent consequences, modeling, and positive staff interactions. When working with children, staff remain proactive, guiding children to make appropriate choices and redirecting as needed

In order to maintain a safe and nurturing environment for all children, Bronco Kids Care will not tolerate any inappropriate behavior that hurts or intends to hurt others: physically, verbally, or emotionally.

BEHAVIOR MANAGEMENT

If a child demonstrates a challenging behavior, staff will use the following techniques:

- Prevention: proactively address the unique needs of each child and make reasonable environmentally adjustments before behaviors occur.
- Redirection: staff will help the child identify acceptable alternatives to a behavior; shifting their focus to a more appropriate behavior.
- Modeling: staff and peers will demonstrate positive social interactions and appropriate behaviors
- Setting Clear Expectations: staff will set expectations and rules for the group that are clear, easy to follow, and aligned with school expectations.

SPECIAL NEEDS & BEHAVIOR PLANS

Our program recognizes that children come with unique needs, because of this, we work to collaborate with district personnel, families, and members to create an inclusive environment for all children to have the opportunity to succeed.
In order to be inclusive, we may create accommodations and behavior plans for a given member that allows them greater flexibility and support. Please note that these may not be the same as the accommodations and support given to a child during the school day. All children will need to be able to independently use the bathroom. Members who have needs that fundamentally alter our program philosophy or pose a threat to themselves, other children, or staff may not be accommodated.

BEHAVIORAL INCIDENT NOTICES

Incident notices will be issues when a child demonstrates consistent inappropriate behavior or needs that go beyond program expectations. Staff will make efforts to remediate the problem. If their efforts do not bring success, a Behavior Incident Notice will be completed by staff and issued to caregivers.

A Behavioral Incident Notice is issued when a behavior is:

- Unwanted or offensive: intended to hurt others physically, emotionally, verbally, or intended to damage the properties of others or the program.
- Repeated: interventions do not work and the behavior is consistent.
- Disrupts the program: impacting the well-being, safety, and experience of other child, staff, or families.

1st Notice - Warning to alert caregivers about behavior issues in Bronco Kids Care.

2nd Notice - A meeting with caregiver, child, and program staff will be scheduled to discuss the behavior issues & concerns. An action plan will be developed at the meeting to promote the child's success in the program.

3rd Notice - Five-day "behavioral leave of absence" from the program. The child may return to the program if they follow behavior expectations. **No refunds of fees will be issued on days when children are on this leave of absence.**

4th Notice - Child care services will be terminated until the ends of the school year. **Refunds will not be given.**

TERMINATION OF SERVICES

Bronco Kids Care strives to meet the needs of all children enrolled in our program. However, occasionally large group care environments are not the best setting for a child. **Reasons for Bronco Kids Care to discontinue services include, but are not limited:**

- Abusive language and/or threatening behavior towards other children. staff, community members, or family members by a child or caregiver.
- Three or more late pick-ups during the school year.
- Failure to pay for services, set up payment plan, or select dates of care within 14 days of receiving a billing statement. Notice of termination of child care services due to non-payment may be put into effect immediately.
- Child is unable or unwilling to follow staff direction or program behavior guidelines (e.g., wandering/running out of a program area, destruction of property, physically, verbally, or emotionally hurting others, or consistently acting out against staff).
- Child's behavior that can do harm to other children, staff, and self (e.g., throwing objects, striking or hitting with intent to harm, exploding temper that has potential to cause physical injury.

SECTION 4
Policies and Procedures

HEALTH & ILLNESS POLICY

Bronco Kids Care follows the International Falls Public Schools guudlines regarding ill children. **It is important that your make other alternative arrangements for care when your child is ill. A child must be kept home if they have any of the following symptoms**:

- Temperature over 100F. Temperature must be below 100F without fever reducing medications for over 24 hours to return.
- Diarrhea - child can return after 24 hours since last episode.
- Vomit - child can return after 24 hours since last episode.
- Severe cold
- Sore throat
- Inflamed eyes
- Undiagnosed rash
- Taking antibiotics - chid must be on medication for 24 hours before returning to the program.

Any child that becomes ill while at Bronco Kids Care will be isolated to the best of our ability with a staff member until parents can be notified. This is to prevent further spreading of the illness. If caregivers cannot be reached, the staff will contact emergency contacts.

Bronco Kids Care will notify parents/guardians if a child displays any of the following symptoms. This list is not all inclusive; staff may contact caregivers with other health questions or concerns regarding children.

- Temperature of 100F. Temperature will be taken via ear thermometer.
- Vomits during the day.

If your child comes down with a communicable disease such as chicken pox, head lice, pink eye or strep throat, please contact program staff immediately.

MEDICATION POLICY

Bronco Kids Care may not dispense medication for your child daily, there may come a time when we need to dispense medication (e.g., field trips and summer programs). Here are the medication guidelines:

- "Medication Request and Authorization" form needs to be completed by the parents and physicians. These forms are available in the main office of the school or at the doctor's office. Medication must be in the original container, which clearly identifies the medication.
- Non-prescription or over the counter medications follow the same requirements as prescription medications if the parents want them administered in school.
- Medications are generally not to be carried by the student. If an expectation is to be made (e.g., inhalers, bee sting kits, and EpiPens), there must be a "Medication Request and Authorization" form on file with the school district and the Bronco Kids Care site supervisor.

Staff may administer sunscreen lotion if given written permission to do so. This permission is included on the program registration form.

ALLERGIES

If a child has an allergy or medication needs, an Allergy Plan must be completed and signed by a physican before the child can attend. Plans must be updated annually.

A child's allergy information will be available at all times on site and on field trips. All staff are trained on the child's allergy response plan and is available to staff in the area where food is prepared and served.

IMMUNIZATIONS

Documentation of immunizations or an applicable exemption is required by the first date a child attends. Immunization records can be assessed through ISD 361.

MANDATED REPORTING

Bronco Kids Care staff are required by law to report any suspected child abuse or neglect. Additionally, Bronco Kids Care are required to report child endangerment concerns and this includes caregivers or other authorized pick ups. If any authorized pick up arrives at the site to pick up child(ren) and a staff member has reason to believe the parent is under the influence of alcohol or drugs, additional security steps will be taken.

CLOTHING POLICIES

All children should be dressed appropriately for the activities of the day. Children will be taken outside daily, except when it rains or the wind chill is below 0. Please send your child with appropriate shoes, hats, mittens, scarves, boots, snowpants, and coats. All clothing should be free of offensive or violent images and language.

SCHOOL CLOSURES / EMERGENCY PICK UPS

In the event that school is closed due to an emergency or severe weather, Bronco Kids Care is closed. Families will be notified through annoucements via Arux. All daily fees will be reimbursed for school closures. If an emergency or severe weather causes an early dismissial from school, Bronco Kids Care is closed. Families will receive an annoucement will be sent out via Arux.

Please have a back up plan in place in case of the event of an emergency pick up from child care due to behaviors, extensive illness, weather, or other emergencies.

DAMAGE TO PROGRAM / BUILDING PROPERTY

If a child purposely destroys or damages any program or building property, a fee may be charge to the family's account to cover the damage of property. Child will also receive a Behavior Incident Notice.

PROGRAM VISITORS & VOLUNTEERS

Families and caregivers are welcome in the schools and encouraged to volunteer where they can. Volunteers and visitors are under the supervision of staff in conjuction with policies and procedures of the building. Notify Community Education if you are interested in more information on how to volunteer. Volunteers must complete a background check.

Any visitor (e.g., community members, family members, etc.) will not be alone with children. They will be under supervision of staff.

TRANSPORTATION

Bronco Kids Care does not offer transportation. Transportation is offered during local field trips during the program.

LOCAL FIELD TRIPS

Bronco Kids Care may take advantage of local opportunities for fun and enrichment. Typical trips might include: public library or walking to community parks. Shorter trips will be walking, other times transportation will be by school bus. Most local trips will be taken as an entire site. On occasion, trips may be for specific age groups. Families will be asked to give permission for their child to attend these local field trips by signing a blanket off-site permission included in the registration.

ITEMS FROM HOME

To protect your child's valuables: toys, collectibles, electronics, and other personal property are prohibited at the Bronco Kids Care site. If your child has them out, staff will ask them to put belongings in their backpacks. The program is not responsible for lost and/or damaged items. Please use your own discretion with sending your child with items from home.

PROGRAM DONATIONS

Donations of items from home that may be used for art projects or creative play would be appreciated. Some items that could be used at Bronco Kids Care include, but are not limited to: yarn, string, paper, board games, and other gently used items. If you would like to donate items, please contact staff. Any donation is much appreciated.

MOVIE POLICY

Bronco Kids Care may occasionally play movies during programming for special events such as electronics days. Movies must be rated G or PG and are reviewed on Common Sense Media to have at least a 6 year old+ year rating. Please notify the site supervisor if you do not grant permission for your child to participate in a movie showing.

Drop Off & Pick Up Policies & Procedures

Drop off: For your child's safety, all children will sign in with a Bronco Kids Care staff member when they arrive on site.

During the school-year, after school Bronco Kids Care students will be authorized to take a district school bus from Falls Elementary to West End Early Learning Center. children will be escorted into the building by program staff.

Pick up: For your child's safety, only authorized people listed on your child's registration will be allowed to pick up your child. All children must be signed out by an adult.

When picking up, please enter through West End Early Learning Center Door #9, by the track and field. Please have ID available for verification.

AUTHORIZED PICK UPS & EMERGENCY CONTACTS

When registering your child for Bronco Kids Care, please name all persons authorized to pick up your child and anyone who is not allowed to pick up your child. In order for us to legally stop a non custodial adult from taking a child, a copy of the court order must be on file.

Please inform the staff in advance, preferably in writing, if someone other than a parent, guardian, or previously authorized person is to pick up your child.

A picture ID will be required when someone other than a parent or guardian picks up a child. **Children will not be released to individuals not authorized to pick up.**

In addition to caregivers, **please list at least three people with local phone numbers on the emergency contact list who can pick up your child in the case of an emergency.** People who live out of town are too far away to help in emergency situations. It is important that families keep staff informed about changes to emergency contacts which can be updated in your Arux profile.

COMMUNICATING NEEDS, CONCERNS, OR SUGGESTIONS

To report a need, concern, or a suggestion, please reach out to the program staff or Child Care Coordinator. Family feedback is important to this program as it helps shape our program and identify areas of improvement. We welcome any family to join the Community Education Advisory Council to share ideas, as well. Please ask the Community Education office if you have interest in serving on the council.

WE ARE SO EXCITED THAT YOU HAVE SELECTED OUR PROGRAM. WE WELCOME YOUR FAMILY TO A GREAT SCHOOL YEAR!