



Eden Valley-Watkins
Eagle Kids
School Age Care Program
&
Lil' Eagles Child Care Program



Program operated by:

Eden Valley-Watkins Community Education
298 Brooks St. N, Eden Valley, MN 55329
320-453-2900 x1139

Mission Statement

Lil' Eagles/Eagle Kids exists to provide coordination of individual family resources and the resources of the Eden Valley-Watkins Public Schools in meeting the developmental needs of elementary children. Children are gently encouraged to discover their individual strengths and unique talents. We believe each child possesses a marvelous capacity to learn. Learning is best accomplished in a place emotionally secure, physically safe, and fun!

**Community Education Office
298 Brooks Street North
Eden Valley, MN 55329**

Lil' Eagles/Eagle Kids Coordinator

Kayla Schmitz 320-453-2900 x1139

Cell: 320-434-0759

Email: kschmitz@evw.k12.mn.us

Lil' Eagles

Eden Valley-Watkins Lil' Eagles is a self-supporting, non-profit, all day childcare program. We serve all children ages 3 years-Pre-K and do not discriminate against enrollment of children on the basis of race, creed or national origin. Lil' Eagles is certified by the MN Department of Human Services.

Eagle Kids

Eden Valley-Watkins Eagle Kids is a self-supporting, non-profit, school age childcare program. We serve all children in grades Kindergarten-6th and do not discriminate against enrollment of children on the basis of race, creed or national origin.

Preschool

Three year olds enrolled in the Lil' Eagles program will have the opportunity to attend preschool at no extra cost at the Watkins Elementary School during the school year. Families must register through the Early Childhood Family Education Coordinator (Amanda Meierhofer). Attendance schedules for 3 year preschool may vary depending on enrollment numbers and will be determined by the ECFE coordinator. Transportation is free and children will be picked up/dropped off from Lil' Eagles Childcare, according to their attendance schedule, via Eden Valley-Watkins Transportation Service.

Four year olds will have the opportunity to attend preschool for a quarterly fee, plus transportation fees, at the Watkins Elementary School during the school year. Families must register through the Early Childhood Family Education Coordinator (Amanda Meierhofer). Attendance schedules will be determined by the ECFE Coordinator. Children will attend either mornings or afternoons, four days per week and can be transported from/to Lil' Eagles Childcare Center via Eden Valley-Watkins Transportation Service.

Program Locations

Lil' Eagles care is held at 187 Cossairt Avenue, Eden Valley (next to Eden Valley City Hall).

Lil' Eagles Phone 320-453-3039 Lil' Eagles Cell Phone: 320-699-0351

Eagle Kids School Age Program is held at the Eden Valley Elementary School. Drop off and pick up will be from door #7 on the north side of the building. (in the back)

Eagle Kids Cell Phone 320-699-0696 (EV Elementary Office: 320-453-2900 x2134)

Eden Valley-Watkins Community Education Director: Kelsey Magedanz

Community Ed Office: 320-453-2900 x1139 Cell: 320-493-9812

Email: kmagedanz@evw.k12.mn.us

Lil' Eagle/Eagle Kids Coordinator: Kayla Schmitz

Community Ed Office: 320-453-2900 x1139 Cell: 320-434-0759

Email: kschmitz@evw.k12.mn.us

Early Childhood Coordinator: Amanda Meierhofer

Community Ed Office: 320-453-2900 x1030 Email: ameierhofer@evw.k12.mn.us

Our Philosophy

We believe...

A child's early experiences enrich and stimulate future growth. Children deserve to be treated and respected as individuals in an environment that welcomes reason, exploration, question, and imagination. Drawing upon their training and experience, our staff will create an appropriate educational environment providing for positive learning milestones, guiding children from one developmental, and cognitive level to another while leading to an increased sense of competence and independence. We respect each child's need for love, security, acceptance, warmth, and stimulation.

General Information

Student Requirements

As a Community Education program, Lil' Eagles/Eagle Kids student requirements are designed to ensure all children are receiving the quality care they deserve, in a safe and pleasant environment. To ensure these programs are operating as designed, Lil Eagles/Eagle Kids student requirements must be followed.

The expectations of each child involved in our programs are as follows:

- Participate in group time, crafts, outside time
- Stay with the group at all times (playground, classroom, gym etc)
- Treat other students with respect (verbally and physically)
- Treat Lil' Eagles/Eagle Kids staff with respect (verbally and physically)
- Use appropriate language
- Keep their hands and body to themselves

- Be respectful of the school, classroom, toys, and equipment
- Follow Lil' Eagles/Eagle Kids rules
- Children must be toilet trained

Parent's Checklist

- ✓ Get to know program staff- Please ask for feedback on your child's day and check your family file daily for staff communication
- ✓ Sign your child in and out daily and complete schedule for the next week
- ✓ Read the Parent Handbook and understand the program policies
- ✓ Label ALL personal belongings
- ✓ Notify the site if your child will be absent for any reason
- ✓ Model respectful behavior when dealing with staff and students
- ✓ Provide written notice if there is a change in schedule or withdraw from the program by filling out appropriate paperwork.
- ✓ Pay all fees incurred upon receipt of your invoice.

Parent Involvement

We believe in a strong partnership between parents and staff. Lil' Eagles/Eagle Kids has the following avenues of parental involvement to encourage parental input on decision-making and planning, and to facilitate communication among parents and staff.

1. Parents may request a conference at any time with the Program Coordinator to discuss their own child or the program in general.
2. We always like to know what you think. If you have a question, concern, or suggestion, please leave a note, talk to the staff, or call the Program Coordinator at any time. We will send out evaluation surveys from time to time to get feedback on how we're doing.
3. Newsletters and announcements are distributed to parents in individual family files and via email.
4. Parents are allowed access to their child at any time while the child is in care.

****Until further notice, due to security restrictions, our staff will meet you at the door and will sign your child in and out. Please text or call the Eagle Kids or Lil' Eagles number to let them know you are there. If you wish to come into the building, staff will let you in!***

Operation Hours:

Lil' Eagles Hours: 6:30 AM-6:00 PM Monday-Friday

Eagle Kids Before School: 6:30 AM - 8 AM & 3:00 PM - 6:00 PM Monday-Friday

Non-School Day and Summer Care Hours: 6:30 AM-6:00 PM

*We ask that you contact the Lil' Eagles/Eagle Kids number(s), the Lil' Eagles/Eagle Kids coordinator as to the schedule or changes in schedule for your child (ren).

***If your child/ren are scheduled to attend and there is no notification of an absence, you will still be charged for attendance.**

***Meals are an extra charge and will be billed on the days your child is scheduled to attend regardless of your child attending or not.**

*In the event of inclement weather: We will plan to be open to those who need care and will remain open until all children are safely picked up by parents or authorized adults if we are able to get staff to each location.

Building and surrounding area:

The classroom and child care center have ensured that hazardous items are out of reach of children. We train our staff to safely handle and dispose of fluids by using gloves, disinfecting surfaces, toys, and supplies by using approved substances.

Emergency Policy and Procedures

Eagle Kids and Lil' Eagles follow the school district emergency plan/security practice for the area. This plan is available for review. Staff members are trained at orientation and receive additional training on a regular basis. We practice evacuation, fire and shelter-in-place drills on a quarterly basis.

Child Abuse & Neglect

Under Minnesota State Law, all professional staff who work with children are required to report all suspected physical, emotional, sexual abuse or neglect of children to the authorities. MN Department of Human Services numbers are located in the office areas for employees and the numbers are also listed in staff policy and procedure manuals.

Toys from Home

At Lil' Eagles/Eagle Kids we strive to provide a wide variety of toys, games, crafts and activities to fit all age groups and gender. We ask that toys are not brought from home. This policy is an attempt to keep personal items from being lost, stolen or damaged, and will help us prevent the possibility of spreading viruses.

Transportation

Lil' Eagles and Eagle Kids take occasional field trips to various places such as: the A maze'n Farmyard, movie theater, Hemker Zoo, etc. Parents will be given permission forms in advance and will be asked to provide a car seat if needed. Transportation will be via school vans or buses driven by district staff that are licensed, trained and certified.

Financial Policies and Procedures

Families will be charged fees based on individual family admissions and agreement forms. Parents are responsible for all charges incurred.

Tuition

Tuition will be charged on a weekly basis and payment is due upon receipt of the invoice. Invoices are generated each Monday for the week prior. If payment is not received within two weeks of billing, the Lil' Eagles/Eagle Kids programs have the right to cease care until accounts are paid in full.

Accounts will be charged for the days the child is scheduled to attend. If your child will not be in attendance, we require a phone call/text/email prior to the scheduled time. If we do not receive notification, you will be responsible for paying for the day in which the child is scheduled.

Lil' Eagles: Breakfast and Lunch during the summer will be provided for those that request them. Items include cold cereal, milk, yogurt, chips, meat and cheese sandwich, various warm meals, and fruit. If your child has specific needs or allergies, you will need to provide the meal for them. Menus are available and can be emailed or printed for your convenience. If you prefer to provide a meal for your child, please send it in a case/bag labeled with your child's name.

Breakfast Rate: \$1.70/day Lunch Rate: \$2.75/day

Lil' Eagles Rates	Eagle Kids Rates
5 days a week \$163	Before School: \$4 per morning
4 days a week \$130	After School: \$10 per afternoon
3 days a week \$97	1 Full Day (non school day): \$27
2 days a week \$64	Half Day Rate (non school day): \$20
1 day a week \$35	Late Start: \$10 per morning
Half Day Rate \$20	Early Out: \$20.00
Half Day Rate (anything under 5 hrs)	
25% Eden Valley-Watkins District Staff Discount!	
New Family One Time Registration Fee: \$75 per family	

Late Pick-Up Fee

Parents are expected to pick up their child by 6:00 p.m. For the benefit of an anxious child, please call if you anticipate that you will be later than your expected arrival time. A \$1.00 per minute, per child, fee will be charged if picking up after 6:00 p.m. if not previously arranged. Please remember that our staff also have families and other responsibilities to attend to. After three infractions of this policy your family may be asked to make other care arrangements.

Automatic Payments

Tuition payments can be made by mailing your check to the Community Education office at 298 Brooks St. N. Eden Valley, MN 55329 or by handing your payment to a Lil' Eagles/Eagle Kids Supervisor when picking up or dropping off your child.

Due to updated practices with CoVid19 guidelines: we strongly encourage paying via credit card so that accounts can be charged after your authorization of tuition fees has been granted.

Automated payments will automatically be deducted weekly for the previous week at the beginning of the following week. We strongly recommend you authorize the automated payment option. Please complete the Credit Card Payment Authorization form. Lil' Eagles/Eagle Kids is a non-profit/self-supporting organization which relies on your prompt payment.

*****Unpaid tuition balances will be billed a late payment fee of \$15 after 14 days.*****

Cubbies/Lockers

Each child will have a cubby/locker. This will be their storage place for personal items. This is a limited storage space. Please check your child's cubby/locker often and take home items inside.

Please keep all toys and unnecessary personal belongings at home due to updated CoVid guidelines.

Clothing

It is important the children come to childcare in clothing that is comfortable, easy to clean and suitable for outside play. We play outside every day, unless it is raining or below zero. Each child should have an extra set of labeled clothing in their cubby. In the winter, each child should have a winter jacket, snow pants, snow boots, hat and mittens. Please label all clothing and personal items. Please send **tennis shoes** for outside and gym time.

Emergency Contact Information

Please keep your child's emergency information current. Registration and emergency contact information is kept on site for each child.

Illness Policy

If your child becomes ill, the parent will be contacted and asked to pick them up as soon as possible. We will isolate (and supervise) the child from other children until you arrive. 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 will not be actively participating in activities with other children while waiting to be picked up.

The updated CoVid19 school district policy requires that children are fever and symptom free for 24 hours before returning. Please contact us if your child is diagnosed with a communicable disease (including lice) so we can alert all families their child may have been exposed. *We will be taking the children's temperatures upon arrival each day. Children will be sent home if they have a temperature of 100.4 or higher, excessive runny nose, cough, shortness of breath, or other symptoms included in the CDC guidelines.* New updates require a 5 day quarantine unless the child is not feeling well. The child can return to childcare when they are symptom free for at least 24 hours.

Families will be notified the same day the program is notified of children being exposed to a contagious, reportable disease specified in Minnesota Rules, part 4605.7040, or scabies, impetigo, ringworm, or chicken pox via email, or hard copy letters. There will be signs posted notifying families of any contagious or reportable disease.

Emergency Care

In the event your child requires emergency care, the following steps will be taken:

1. Administer first aid and complete an accident report for the parents to review when they come for their child.
2. If a non-life threatening injury occurs, parents will be contacted. If unavailable, emergency contacts on your authorized pick up list will be contacted.
3. If a serious accident occurs, which may need medical attention, staff will attempt to contact the parent immediately. If immediate attention is needed, the staff will call first 911, and then the parent. It is up to the paramedics to decide appropriate action. If the child needs emergency treatment, paramedics will transport the child to the nearest medical facility. The parent will be responsible for all medical charges.
4. Staff members are not allowed to transport children in their vehicles for any reason.

Immunizations

Eagle Kids and Lil' Eagles must have access to a record detailing each child's current immunizations or applicable exemption by the date of attendance. Please fill out this information on the registration form. We will ask for updates annually.

Prior to admitting your child (ren) for care, we require documentation of any known allergies.

Medication

(Also see school policy)

We can administer prescription medicines that are in a labeled prescription bottle and are accompanied by a note from the parent or legal guardian. You must fill out a Medication Permission form and turn it in before you leave prescription medicine for the staff to administer. A permission form must be filled out in order for staff to administer over the counter medications such as, but not limited to: Tylenol, sunscreen, diapering product, insect repellent, etc. All non-prescription medications must be supplied by the parent and will be administered according to the manufacturer's instructions unless provided with written instructions by a licensed health professional to use a product differently. Unused medication will be returned to the parent or properly disposed of. Medications will be stored away from children in the medicine's original container and must be clearly labeled with the child's first and last name. Medications will only be given to the child whose name is on the label and will not be given after the expiration date on the label.

Documentation of the administration of medications whether over the counter or prescription will include:

- Recording child's first and last name
- Recording the name of the medication or prescription number
- Recording date, time, and dosage given
- Recording the name and signature of the person who administered the medication

Lil' Eagles and Eagle Kids will store all medicines, insect repellents, and diapering products according to the directions on the original container.

Allergies

If your child has allergies, please indicate this on the registration form including; description of the allergy, specific triggers, avoidance technique, symptoms of an allergic reaction, and the procedures for responding to an allergic reaction. If specific medication is required, the parent or legal guardian will need to provide the medication name, dosage amount, along with the doctor contact information.

Prior to admitting your child (ren) for care, we require documentation of any known allergies.

We are required to inform staff of each child's current allergy information. We will require updated information, upon diagnosis, of new allergies as well as, at the time of enrollment for new seasons of care including fall and summer programs. Documentation that staff have been notified will be kept on site.

All allergy information will be available via emergency cards, to all staff on site, on field trips, and during transportation. Food allergy information will be posted in the food prep and serving areas for easy access.

Arrival & Departure

Please remain with your child until they have been received by a staff member and note your time of arrival on our daily attendance sheets. When picking up your child, again make contact with a staff member and sign out on the daily attendance sheet as you are leaving the premises. **Until further notice, due to CoVid restrictions, our staff will meet you at the door and will sign your child in and out. Please text or call the Eagle Kids or Lil' Eagles number to let them know you are there for pick-up or drop-off. Our doors will remain locked to limit exposure of the virus.* Our attendance sheet must accurately reflect who is on the premise and in our care at all times. Your child is legally viewed to be in our care while on the premises and you will continue to be charged for extended care hours. Students, siblings and visitors must remain with parents during these transitional times. When departing, be sure your child does not exit the building unless they are in your immediate company. If someone else will be dropping off or picking up your child, please let them know of these responsibilities.

Your child will be released only to people listed on the Authorized Pick-Up list unless staff have been notified otherwise by the Program Coordinator. In an emergency, please call to inform the staff if someone other than an authorized person will pick up your child. Lil' Eagles/Eagle Kids staff are required to ask for identification from anyone attempting to pick up a child. If an unauthorized person attempts to pick up, you will be contacted. If you cannot be reached, your child will need to remain at Lil' Eagles/Eagle Kids until you or an emergency contact person arrives. You may add or remove any person from your authorized pick up list by contacting the Lil' Eagles/Eagle Kids Program Coordinator. If a sibling is sent to pick up a child, they must be at least 15 years of age AND listed on the pick-up list.

Field Trips and Transportation:

Lil' Eagles and Eagle Kids plan various field trips during the year. Transportation drivers are certified by the school district and have completed training in safety as well as have a valid driver's license. All vehicles used are district vehicles that are inspected on a regular basis and monitored by the district. We will transport children requiring a car seat when the parent or legal guardian provides a seat meeting the Minnesota State Law requirements. *School transportation during the school year includes using a bus or van driven by our local bus company. Please call "FourPointO" for any transportation related questions or issues.*

Discipline and Guidance Policy

At Lil' Eagles/Eagle Kids the term *guidance* is used for several reasons. It is a positive term and implies working with the children to develop internal control of their behavior. Our goal is to encourage the children to become creative, independent, responsible, and socially mature human beings. This involves learning to make responsible choices and accepting the consequences of such choices. Guidance takes several forms within our program:

- **Environment**-A place designed for children. Each item is age-appropriate: furniture size, large and small manipulatives, and supplies required for hands-on experiences.
- **Logical Rules**-Such as keeping our hands to ourselves and taking care of the learning environment. These are discussed with the children as well as why such rules are needed.
- **Curriculum**-Is developmentally appropriate, based on the children's interest and level of readiness.
- **Positive Behavior**-We reinforce the behaviors we wish to see repeated.
- **Redirection**-Often interesting to a child in another activity can eliminate potential difficulty. We might ask a child to help us or send a child to a different area to play.
- **Positive Reminder**-Telling the children what we want them to do rather than using "no" or "don't."
- **Removal Time**-Occasionally, as a last resort, a child needs to be removed from the situation for a brief time out. This allows the child time to calm down and consider an alternate behavior.

Difficult Behavior

We will make every effort to work with the parent or guardian to ensure a cooperative approach for children having difficulties with behavior. We are here to serve and protect all of our children. If staff are unsuccessful at calming or correcting disruptive behavior, parents will be called and may be asked to pick up their child. The following steps may be taken regarding children who display *chronic* disruptive behavior, upsetting to the emotional or physical well-being of another child or an adult.

Steps taken to remedy the difficult behavior:

Verbal Communication to parents: Staff will verbally communicate with parents to make them aware of issue(s). Staff will document the scenario, action taken and contact the program coordinator.

Written Communication to parents: Staff will provide written notice to parents of the problem behavior and provide documentation to the program coordinator.

Initial Consultation: The coordinator may request the parent or guardian meet for a conference. The problem will be defined on paper. Intervention strategies will be discussed. Options for solutions will be agreed upon by the coordinator, teacher, and parent or guardian.

Second Consultation: If the initial plan for helping the child fails, the parent will again be asked to meet with the coordinator, teaching staff involved, and a specialist. Another attempt will be made to identify the problem, and establish a new, or revised approach for solving the problem.

Dis-enrolled: We will make every attempt work with the parent and child. When the previous attempts have been followed and no progress has been made toward solving the problem; for the safety and in the best interest of the child, the child may be disenrolled from the program at the discretion of the program coordinator/director.

Cause for Disenrollment:

1. Repeated physical aggression.
2. Repeated disruption of program activities.
3. Child's behavior prevents the staff's ability to care for the safety & well-being of the individual child or group.
4. Lack of parental involvement or willingness to work with staff to resolve behavior problems.

NOTE: Corporal punishment will not be allowed. This is defined as the use of negative physical touching (spanking, slapping, pinching, etc). No unusual punishment will be allowed such as humiliation, ridicule, threat, or coercion. All cases will be treated individually and will be dealt with according to the situation and age group.

Lil' Eagle/Eagle Kids Registration Packet 2023-2024

Child's Name _____ Date of Birth: _____ Grade/Teacher: _____
 Approximate Start Date: _____ Preschool Start Date: _____

*Complete with a typical schedule of attendance. *We are open from 6:30AM-6PM.

All Day Care	Mon	Tues	Wed	Thurs	Fri	Lunch opt. Y or N
Drop of Times:						
Pick Up Times:						
Preschool						
Days attending						

Please list allergies: _____

What are the specific triggers? _____

What are some avoidance techniques staff could use? _____

What are common symptoms of an allergic reaction for your child? _____

What procedure would you like staff to use should an allergic reaction occur? _____

Child's Name: _____ Date of Birth: _____ Grade/Teacher: _____

*Complete with a typical schedule of attendance. *We are open from 6:30AM-6PM.

All Day Care	Mon	Tues	Wed	Thurs	Fri	Lunch opt. Y or N
Drop of Times:						
Pick Up Times:						

Please list allergies: _____

What are the specific triggers? _____

What are some avoidance techniques staff could use? _____

What are common symptoms of an allergic reaction for your child? _____

What procedure would you like staff to use should an allergic reaction occur? _____

Eden Valley-Watkins Eagle Kids/Lil' Eagles Child Care Program

EVW Community Education 298 Brooks St. N, Eden Valley, MN 55329

Payments:

Total Fees Included: **Due CoVid19, we ask that you use a credit card payment option if possible.**

Payment Method:

- ☐ Credit Card Automatic Payment (complete below)
- ☐ Check
- ☐ Cash

Credit Card Payment Authorization

- ☐ I authorize the Eden Valley-Watkins Area Community Education to charge my debit/credit card for my child's 2022-23 School Year and 2023 summer fees after reviewing the statement.
- ☐ Auto Pay - I authorize the Eden Valley-Watkins Community Education to charge my debit/credit card for my child's Lil' Eagles/Eagle Kids 2022-23 School Year and summer fees on a weekly basis.

Preferred Payment Method

We accept MasterCard & VISA & Discover for these payments.

Credit/Debit Card Number: ____ - ____ - ____ - ____ Expiration Date: __ / __

Security Code (from back of card): ____

Name on Card (please print): _____

Address: _____

Email Address (where you would like receipts to be sent): _____

Cardholder's Signature: _____

Date: _____

Eden Valley-Watkins Lil' Eagles/Eagle Kids Emergency Contact Form
(Please print)

Child's Name _____ Grade: _____ Birth date _____

Child's Name _____ Grade: _____ Birth date _____

Mother _____ Home Ph. _____ Cell Ph. _____

Address _____ Email: _____

Mother's Employer's Name _____ Work Ph. _____

Father _____ Home Ph. _____ Cell Ph. _____

Address _____ Email: _____

Father's Employer's Name _____ Work Ph. _____

Who does the child(ren) live with? ☐ mother ☐ father ☐ both parents
☐ other (please specify) _____

In the event of inclement weather, Lil' Eagles/Eagle Kids will remain open.

I prefer my child stays at LE/EK if school is closed early due to weather issues: ☐ Yes ☐ No
My preference if school closes early: _____

Emergency Contacts – who to call if neither parent can be reached:

Name _____ Day Phone _____

Work Phone _____ Relationship to Child _____

Name _____ Day Phone _____

Work Phone _____ Relationship to Child _____

Name _____ Day Phone _____

Work Phone _____ Relationship to Child _____

Eden Valley-Watkins Lil' Eagles/Eagle Kids Emergency Contact Form

(Please print)

Clinic Name: _____ Location: _____

Doctor Name: _____ Phone Number: _____

1. _____ Lil' Eagles/Eagle Kids staff has my permission to seek Emergency Medical Care in the event of an emergency and can have my child transported to the nearest hospital.
2. Under no circumstances are the following person(s) allowed to pick up my child(ren) from Eagle Kids. (Legal documentation **must** be provided.)

-
3. Lil' Eagles/Eagle Kids staff have my permission to administer the following over the counter medication: All medications **MUST** be provided by the parent.

_____ Tylenol, Children's Ibuprofen, Children's Aspirin

_____ Sunscreen

_____ Bugspray

Other _____

4. _____ I give Eagle Kids/Lil' Eagles to use my child's photo for advertising purposes posted by ISD 463 Community Education.
5. _____ I prefer that my child's photo is not used for any advertising purposes.
6. _____ I have provided an immunization record
7. _____ I have provided a notarized copy stating that my child will not be immunized.
8. _____ I have provided documentation for the lack of immunization records due to medical reasons.

Checklist:

1. Schedule
2. Immunization Record
3. Credit Card information
4. Over the Counter medication permission
5. Bug Spray/Sunscreen permission (and substance)

