



KIDDIE KORRAL 2.0

Child Care Center & Early Learning Program

Parent, Guardian, & Family Handbook

Effective July 1st, 2026

Kiddie Korral 2.0 Child Care Center & Early Learning Program

Amanda McCallum

Founder & Executive Director

Joe McCallum

Co-Founder & President of the Board of Directors

Address:

3524 Burdick Expressway East
Minot, North Dakota 58701

Phone: (701) 340-2076

Email: KiddieKorral2@gmail.com

Welcome

Welcome to Kiddie Korral 2.0 Child Care Center & Early Learning Program!

We are honored that you have chosen Kiddie Korral 2.0 to care for your child. Our goal is to provide a safe, nurturing, engaging, and educational environment where every child can learn, grow, and thrive.

This Handbook has been developed to help families understand our policies, procedures, and expectations. It is intended to establish a strong partnership between our program and the families we serve. Please read this handbook carefully and keep it for future reference.

If you have questions about any policy or procedure, we encourage you to speak with a member of our leadership team. Open communication between families and staff is essential to providing the highest quality care for every child.

Thank you for trusting us to be part of your child's early learning journey.

We look forward to partnering with your family for many years to come.

Policy Effective Date: July 1st, 2026

Kiddie Korral 2.0 reserves the right to revise or update the policies contained in this handbook. Families will be notified of any significant policy changes in writing prior to the effective date whenever possible.

I. General Information

Welcome to **Kiddie Korral 2.0 Child Care Center & Early Learning Program**. We are licensed by the State of North Dakota and are committed to providing a safe, nurturing, and high-quality early learning environment for every child.

Kiddie Korral 2.0 is licensed to care for **up to 120 children** and serves children from **0 weeks through 13 years of age**. The center is routinely monitored by the State of North Dakota to ensure compliance with all licensing regulations and health and safety standards.

Licensing Information

Kiddie Korral 2.0 will prominently post the following information for families to review:

- Current Child Care License
- Licensing Certificate
- Results of the most recent licensing inspection
- Any licensing exceptions
- Any warning letters or enforcement actions issued by the State

If you have questions regarding licensing or child care regulations, you are encouraged to contact our Licensing Specialist:

Kara Currie

Early Childhood Licensing Specialist

701.389.7103, 711 (TTY) (c) • kcurrie@nd.gov • hhs.nd.gov

Mandated Reporting

All Kiddie Korral 2.0 employees are **Mandated Reporters** under North Dakota law.

If there is reasonable cause to suspect child abuse or neglect, staff are legally required to report their concerns to the appropriate authorities. Reports may be made without prior notification to the parent or guardian, as permitted by law.

North Dakota Child Abuse & Neglect Reporting Line: **833-958-3500**

Tobacco-Free Facility

Smoking, vaping, and the use of tobacco products are prohibited anywhere on the Kiddie Korral 2.0 property at all times.

Liability Insurance

Kiddie Korral 2.0 maintains liability insurance covering both the facility and program operations.

Pets

Kiddie Korral 2.0 does not have pets on site.

Parent Access

Parents and legal guardians are welcome to visit the center at any time during normal operating hours unless restricted by a court order. If visitation or custody restrictions exist, a current copy of the court order must be provided to the Executive Director before enrollment.

Authorized Pick-Up

Children will only be released to individuals listed as authorized on the child's enrollment forms and/or their ProCare accounts.

If someone other than an authorized individual will be picking up your child, the center must be notified in advance through ProCare, in writing, or by telephone. Anyone unfamiliar to staff may be required to present a valid government-issued photo ID before a child will be released.

If an authorized person appears to be impaired by drugs or alcohol, Kiddie Korral 2.0 will take all reasonable steps to protect the child's safety, including contacting another authorized emergency contact, offering alternative transportation, or contacting local law enforcement if staff believe the child may be in danger.

Family Communication

Open communication between families and staff is essential to your child's success.

Daily communication is provided through:

- ProCare

If you wish to discuss confidential concerns regarding your child, please schedule a meeting with the Executive Director, Supervisor, or your child's teacher so adequate time can be devoted to the conversation.

Confidentiality

Kiddie Korral 2.0 respects the privacy of every family. Information regarding children and their families will only be shared with individuals who are legally authorized to receive it or as required by law.

Hours of Operation

Kiddie Korral 2.0 is open:

Monday-Friday
6:30 a.m. - 6:00 p.m.

The center operates year-round.

Holiday Closures

The center is closed on the following holidays:

- New Year's Day
- Good Friday
- Easter Monday
- Memorial Day
- Independence Day (July 4)
- Labor Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day

Regular tuition remains due during scheduled holiday closures.

Family Vacation Benefit

Each enrolled child receives **five (5) vacation days per calendar year** at **50% of the regular tuition rate**.

To receive the discount:

- A written request must be submitted at least **14 days before** the vacation.
- Vacation days are **use-it-or-lose-it** and do not carry over.
- Requests submitted with less than 14 days' notice may be denied.

Attendance

Daily attendance records are maintained through required check-in and check-out procedures.

II. Enrollment and Withdrawal

Kiddie Korral 2.0 enrolls children from **0 weeks through 13 years of age**.

Enrollment decisions are made without discrimination based on race, color, religion, sex, national origin, ancestry, disability, political affiliation, or any other protected status as provided by applicable law.

Trial Enrollment

All new enrollments begin with a **two-week trial period**.

During this period, either the family or Kiddie Korral 2.0 may terminate care without advance notice if it is determined the placement is not an appropriate fit.

Enrollment Requirements

Before a child's first day of attendance, families must meet with the Executive Director to review program policies and discuss their child's individual needs.

The following items must be completed before care begins:

- Registration Fee
- Tuition payment as outlined in the Parent-Provider Agreement
- Signed Parent-Provider Agreement
- Copy of the child's Birth Certificate
- Statement of Health
- Child Information Form
- Any additional enrollment documents required by licensing

Children receiving Child Care Assistance (CCAP) are also required to satisfy these enrollment requirements.

The following must be submitted within **seven (7) days** of enrollment:

- Current Immunization Record or approved exemption documentation

Families are responsible for keeping all enrollment information current. If updated documentation is needed, Kiddie Korral 2.0 will notify the family, and the required information must be submitted within **15 days**.

Enrollment Options

Kiddie Korral 2.0 offers full-time enrollment.

Drop-in care may be available for previously enrolled children or by prior arrangement, subject to space availability.

Reasons for Discharge

Enrollment may be terminated for reasons including, but not limited to:

- Failure to pay tuition or fees as agreed.
- Failure to complete required enrollment documentation.
- Repeated late pick-ups.
- Lack of cooperation with program policies.
- The program is unable to safely meet the child's individual needs after reasonable efforts have been made.
- Behavior by a child or family member that threatens the safety or well-being of children, families, or staff.

Whenever appropriate, Kiddie Korral 2.0 will work collaboratively with families and provide referrals to community resources before terminating care.

Late Pick-Up

Children must be picked up no later than their scheduled pick-up time.

Late fees begin **15 minutes after the scheduled pick-up time**, in accordance with the Parent-Provider Agreement.

Parent Withdrawal

Parents wishing to withdraw their child must provide a minimum of **three (3) weeks' written notice**.

Tuition remains due during the notice period regardless of attendance. All outstanding balances must be paid before the child's account is considered closed.

Provider-Initiated Termination

Except in cases involving non-payment or situations requiring immediate termination, Kiddie Korral 2.0 will provide families with **three (3) weeks' written notice** of termination whenever possible.

If the family chooses to withdraw before the end of a provider-issued notice period, tuition will not be charged for any unused days remaining in the notice period.

III. Tuition, Fees, and Payment Policies

Tuition Payments

Monthly Tuition Payments

Tuition is billed on the **1st of each month** and must be paid in full by the **last calendar day of that same month**. Your account must have a **zero balance** at the end of each month.

If your payment is not received by the due date, your account will be considered delinquent. Any family with a late payment will be required to pay **the full monthly tuition on the 1st of each month** going forward. Continued late payments may result in additional late fees and/or termination of child care services, as outlined in this agreement.

Accounts must maintain a **zero balance by the last calendar day of each month**.

If an account becomes delinquent, future tuition will be due in full on the **1st of each month**, and additional late fees may apply in accordance with the Parent-Provider Agreement.

Third-Party Payments

Families receiving financial assistance through a third-party payer (including, but not limited to, the Child Care Assistance Program (CCAP), military child care assistance, or employer-sponsored child care benefits) remain financially responsible for their child's account.

If a third-party payment is delayed, denied, reduced, or discontinued for any reason, the parent or legal guardian is responsible for paying all tuition and fees according to Kiddie Korral 2.0's payment schedule. Any reimbursement from a third-party agency is the responsibility of the parent or guardian.

Attendance and Tuition

Tuition is based on **enrollment**, not attendance. Therefore, refunds, credits, or tuition reductions will **not** be provided for:

- Illness
- Family vacations (except approved vacation discount days)
- Holidays
- Weather-related absences
- Personal appointments
- Any other absences

Children are enrolled as **full-time students**, with tuition covering up to **50 hours of care per week**. Additional fees may be assessed if care exceeds 50 hours in a week.

Current tuition rates and fees are available from the Executive Director and are subject to change with a minimum of **15 days' written notice**.

IV. Child Attendance and Absences

Parent Notification

If your child will be absent, arrive late, or be picked up early, parents must notify Kiddie Korral 2.0 through **ProCare** as soon as possible.

If a child who is expected to attend has not arrived and the center has not received notification of the absence, staff may contact the parent or emergency contacts to verify the child's safety.

V. Health, Illness, and Emergencies

Illness

Children who are ill should remain at home to help protect the health of all children and staff.

Children may not attend Kiddie Korral 2.0 if they:

- Have a fever of **101°F or higher**
- Have vomited within the previous 24 hours
- Have diarrhea within the previous 24 hours
- Have symptoms of a contagious illness
- Have an unexplained rash
- Are unable to comfortably participate in normal daily activities
- Require care that exceeds what staff can reasonably provide

Children may return when they have been symptom-free for at least **24 hours without medication**, have completed any required treatment, or have written clearance from their healthcare provider when appropriate.

Kiddie Korral 2.0 follows all North Dakota child care licensing regulations and public health recommendations regarding communicable diseases.

Communicable Diseases

When required by state or local health authorities, Kiddie Korral 2.0 will report communicable diseases to the appropriate public health agency.

Families will be notified if their child has been exposed to a reportable communicable disease while maintaining the confidentiality of all children and families.

Illness During the Day

If a child becomes ill while attending the program, the parent or legal guardian will be contacted immediately.

The child will be cared for in a comfortable location away from other children while remaining under staff supervision until they are picked up.

Parents are expected to pick up an ill child **within one (1) hour** of notification whenever possible.

If a parent cannot be reached, authorized emergency contacts will be contacted.

Injuries

Minor injuries will be treated with appropriate first aid, including cleaning the wound, applying a bandage, or using ice as needed. Parents will be notified of all injuries.

Head injuries will always be treated with additional caution. Parents will be contacted immediately, and an Incident Report will be completed.

Serious injuries requiring emergency medical care will result in **911** being called immediately.

If emergency transportation is necessary, the child will be transported to the nearest appropriate medical facility. Parents or legal guardians will be notified as soon as possible.

Parents are responsible for any medical expenses or ambulance fees not covered by insurance.

Poisoning Emergencies

If poisoning or suspected poisoning occurs, staff will immediately contact **Poison Control** and/or **911**, depending on the circumstances, and follow all emergency medical instructions while notifying the child's parent or guardian.

VI. Medication Administration

For the safety of all children, **only the Executive Director, a Supervisor, or another staff member who has been trained and authorized** may administer medication.

Prescription and over-the-counter medications will only be administered when all of the following requirements have been met:

- A completed and signed Medication Authorization Form is on file.
- The medication is in its original container.
- The medication is clearly labeled with the child's name.
- The label includes the correct dosage and administration instructions.
- The medication has not expired.

Kiddie Korral 2.0 will not administer medication in excess of the manufacturer's recommended dosage unless written instructions from the child's licensed healthcare provider are provided.

All medications will be stored and administered in accordance with North Dakota child care licensing regulations.

Documentation

The following will be documented in **ProCare**:

- Medications administered
- Accidents and injuries occurring while in care
- Significant changes in a child's health, behavior, or appearance
- Observations of injuries that appear to have occurred outside of child care

As a licensed child care program, Kiddie Korral 2.0 employees are Mandated Reporters and are legally required to report suspected child abuse or neglect to the appropriate authorities.

VII. Safe Sleep Practices (Infants Under 12 Months)

Kiddie Korral 2.0 follows North Dakota licensing regulations and the current recommendations of the **American Academy of Pediatrics (AAP)** to reduce the risk of **Sudden Infant Death Syndrome (SIDS)** and other sleep-related infant deaths.

For all children under twelve (12) months of age:

- Infants will always be placed on their backs to sleep unless a licensed healthcare provider has provided written medical instructions requiring another sleep position.
- Each infant will sleep in an individual safety-approved crib.
- Cribs will contain only a firm mattress with a tight-fitting fitted sheet.
- No blankets, pillows, stuffed animals, bumper pads, sleep positioners, toys, or other loose items will be placed in the crib.
- Infants who fall asleep in a swing, bouncer, infant seat, or car seat will be moved to their crib as soon as it is safe to do so.
- Sleeping infants will be visually monitored according to licensing requirements.
- Awake infants who are not yet mobile will receive supervised tummy time each day to encourage healthy physical development.

All employees, substitutes, volunteers, and student interns receive Safe Sleep training before caring for infants and complete all required state licensing orientation and ongoing training.

VIII. Nutrition and Meals

Kiddie Korral 2.0 proudly participates in the **USDA Child and Adult Care Food Program (CACFP)** and follows USDA nutrition standards when planning and serving meals.

The following meals and snacks are provided at **no additional cost** to enrolled children:

Meal Schedule

Breakfast

7:30 a.m. – 8:00 a.m.

Lunch

11:00 a.m. – 12:00 p.m.

Morning Snack

9:30 a.m. – 9:45 a.m.

Afternoon Snack

2:30 p.m. – 2:45 p.m.

Children enrolled in the infant classroom ("Disney") are fed according to their individual feeding schedules and developmental needs rather than a classroom meal schedule.

School-age children attending after school will be offered an afternoon snack upon arrival.

To receive a scheduled meal or snack, children must arrive in their classroom before meal service begins.

Daily records of meals, snacks, diapering, and naps are available to families through the **ProCare** parent app.

Food Brought from Home

To maintain compliance with CACFP requirements and to help protect children with food allergies, families may not bring meals or snacks from home unless approved for medical or dietary reasons.

Special Diets

Special diets will be accommodated as follows:

- **Medical Conditions:** A written statement from the child's licensed healthcare provider is required. Parents are responsible for supplying any specialty foods, formulas, nutritional supplements, or other medically required items unless otherwise provided by the program.
- **Food Allergies:** Parents must notify Kiddie Korral 2.0 in writing. Additional documentation may be requested to ensure the child's safety.

Infant Feeding

Children younger than twelve (12) months of age will be fed breast milk or iron-fortified infant formula unless written feeding instructions from the child's healthcare provider indicate otherwise. Parents providing breast milk, infant formula, bottles, or commercial baby food must clearly label each item with the child's full name and the date prepared when applicable.

Families are encouraged to discuss any dietary concerns, food allergies, feeding schedules, or nutritional needs with the Executive Director prior to enrollment so that appropriate accommodations can be made.

IX. Daily Activities and Learning

At Kiddie Korral 2.0, we believe children learn best through **play, exploration, meaningful relationships, and hands-on experiences**. Our curriculum is designed to support each child's cognitive, physical, social-emotional, language, and creative development while encouraging curiosity, confidence, and independence.

Throughout each day, children participate in a variety of developmentally appropriate learning experiences, including:

Language and Literacy

- Reading books and storytelling
- Songs and fingerplays
- Conversation and vocabulary development
- Journaling and early writing experiences
- Letter and print awareness

Large Motor Development

- Outdoor play
- Running, climbing, and balancing
- Ball games
- Hula hoops
- Bean bags
- Gross motor activities

Fine Motor Development

- Art projects
- Building with blocks and manipulatives
- Stringing beads
- Puzzles
- Sensory experiences
- Water and sand exploration

Creative Expression

- Dramatic play
- Music and movement
- Puppets
- Musical instruments
- Painting and other art experiences

Self-Help and Independence

Children are encouraged to develop independence by:

- Serving themselves during meals when appropriate
- Cleaning up after activities
- Dressing for outdoor play
- Participating in classroom responsibilities
- Practicing age-appropriate self-care skills

Learning Through Play

Play is the foundation of our program. Children are provided with ample time, materials, and space to actively explore, investigate, create, and learn.

Teachers intentionally plan activities that encourage problem-solving, creativity, communication, and social interaction while allowing children to learn at their own pace.

Outdoor Play

Children participate in outdoor play every day, weather permitting.

Outdoor activities may be limited or canceled during:

- Severe weather
- Thunderstorms
- Heavy rain
- Extreme heat
- Air quality concerns
- Temperatures below 0°F (including wind chill)
- Other conditions that may create an unsafe environment

Screen Time

Kiddie Korral 2.0 believes children learn best through active, hands-on experiences rather than screen time.

Television, DVDs, and videos are used only for occasional educational purposes, special

celebrations, holidays, or weather-related indoor activity days.

Children are never required to participate in screen time, and alternative activities will always be available.

Infant and Toddler Care

Children under two years of age follow individualized schedules based on their developmental needs.

Teachers provide:

- Individualized feeding schedules
- Frequent one-on-one interaction
- Language-rich experiences
- Supervised tummy time
- Safe spaces for crawling and exploration
- Frequent position changes for non-mobile infants
- Developmentally appropriate toys and learning materials

Rest Time

Children under five years of age who attend for more than four consecutive hours will be provided a daily rest period.

Families are responsible for:

- Providing a nap mat for children over one year of age.
- Washing and returning their child's nap linens each week.

Nap linens will be sent home on the child's last scheduled day of the week and should be returned on their first scheduled day of the following week.

Cribs are provided for infants under twelve months of age.

Christian Values

Kiddie Korral 2.0 is a Christian-based early learning program.

Christian values are incorporated into our daily program through age-appropriate activities such as:

- Prayer before meals
- Children's Bible stories
- Christian music
- Character-building lessons
- Teaching kindness, compassion, honesty, forgiveness, and respect

We welcome families from all faith backgrounds and beliefs. Every child and family will be treated with dignity, respect, and inclusion regardless of their religious beliefs.

X. Positive Guidance and Behavior Support

Kiddie Korral 2.0 believes that guidance is an opportunity to teach children appropriate social skills, emotional regulation, and problem-solving.

Our staff use positive guidance techniques including:

- | | | |
|---|---------------------------------|---------------------------------------|
| • Setting clear and consistent expectations | • Positive reinforcement | express feelings appropriately |
| • Modeling respectful behavior | • Redirection | • Teaching conflict-resolution skills |
| | • Offering choices | |
| | • Helping children identify and | |

Our goal is to help children develop:

- | | | |
|-------------------|----------------------|----------------|
| • Self-control | • Respect for others | • Empathy |
| • Self-confidence | • Responsibility | • Independence |

Take a Break

Kiddie Korral 2.0 does not use traditional "time-outs."

When a child becomes overwhelmed or needs assistance regaining self-control, staff may encourage the child to take a brief supervised "Take a Break" near the group.

This time is used to:

- Calm emotions
- Practice self-regulation
- Prepare to rejoin classroom activities successfully

Children are supported throughout this process and welcomed back into activities once they are ready.

Family Partnership

If ongoing behavioral concerns arise, teachers and families will work together to develop consistent strategies that support the child's success.

When appropriate, Kiddie Korral 2.0 may recommend additional community resources or professional evaluations to better meet the child's needs.

Prohibited Discipline Practices

Kiddie Korral 2.0 strictly follows North Dakota Department of Health and Human Services licensing regulations.

The following disciplinary practices are strictly prohibited:

- Spanking or corporal punishment
- Hitting, slapping, pinching, shaking, or any form of physical punishment
- Verbal abuse, humiliation, ridicule, or threats
- Physical restraint except when necessary to prevent immediate harm
- Locking or confining a child
- Withholding food, water, rest, or toileting
- Punishing a child for toileting accidents
- Any practice that may be emotionally, psychologically, or physically harmful

These practices will never be used under any circumstances, including at the request of a parent or guardian.

XI. Transportation and Field Trips

Kiddie Korral 2.0 maintains commercial automobile liability insurance for program-owned vehicles.

Transportation services may be provided for approved field trips and educational experiences as scheduled by the program.

Parents will be notified in advance of field trips requiring transportation and will be asked to provide written permission when required.

Neighborhood walks are a regular part of our curriculum and do not require vehicle transportation.

Whenever children leave the center:

- Emergency contact information accompanies the group.
- Attendance is verified before departure.
- Children are counted frequently throughout the outing.
- Attendance is verified again before returning to the center.
- Staff maintain active supervision at all times to ensure the safety of every child.

XII. Emergency Procedures

The safety of the children in our care is our highest priority. Kiddie Korral 2.0 maintains written emergency preparedness plans and conducts regular emergency drills in accordance with North Dakota child care licensing requirements.

The center provides child care **Monday through Friday from 6:30 a.m. to 6:00 p.m.** Child care services are not available outside of these operating hours.

Fire Drills

Fire evacuation drills are conducted **monthly**.

In the event of a fire or other emergency requiring evacuation:

- Children will be evacuated through the nearest safe exit.
- Attendance records and emergency contact information will accompany staff.
- Staff will account for every child immediately after evacuation.
- Parents will be notified as soon as it is safe to do so.
- Our designated evacuation meeting location is **the parking lot directly across the street from Kiddie Korral 2.0**, unless emergency personnel direct otherwise.

Tornado and Severe Weather

Tornado and severe weather drills are conducted **monthly**.

During a tornado warning or other severe weather emergency:

- Children and staff will move immediately to the designated basement shelter area.
- Attendance records and emergency contact information will accompany staff.
- Emergency supplies, including blankets, flashlights, batteries, and a portable weather radio, are maintained in the shelter area.

Lost or Missing Child

If a child cannot be immediately located:

1. Staff will conduct an immediate search of the entire facility and surrounding areas.
2. The Executive Director or Supervisor will be notified immediately.
3. If the child is not located promptly, law enforcement and the child's parent or legal guardian will be contacted without delay.
4. All required state licensing reporting procedures will be followed.

Unexpected Absence

If a child is expected to attend but has not arrived and the center has not received notification from the family, Kiddie Korral 2.0 will make reasonable efforts to contact the parent or guardian through, ProCare, or by telephone to verify the child's safety.

Utility Outages and Emergency Closures

If the center experiences a loss of heat, electricity, or running water that prevents safe operation:

- **Before opening:** Families will be notified through **ProCare** as early as possible, ideally before **6:00 a.m.**, if the center will be closed for the day.
- **During operating hours:** Families will be notified immediately and asked to pick up their children as soon as possible if the center cannot safely continue operating.

Additional emergency closures may occur due to severe weather, public health concerns, natural disasters, or other situations that affect the safety of children and staff.

XIII. Items to Be Provided by Families

To help ensure your child's comfort and safety, parents are responsible for providing the following items at enrollment and replacing them as needed throughout the year.

Infants (0–12 Months)

- Bottles for breast milk, formula, and/or water (clearly labeled)
- Formula or breast milk, if applicable
- Commercial baby food, if applicable
- Disposable diapers (labeled when requested)
- Baby wipes
- Diaper cream or ointment (if used)
- Fitted Pack 'n Play sheet (not a standard crib sheet)
- Two complete changes of clothing, including socks
- Weather-appropriate outdoor clothing

Toddlers and Preschoolers

- Two complete changes of clothing, including underwear and socks
- Roll-up nap mat (clearly labeled)
- Water bottle
 - Ages 1–3: 12–16 oz. spill-proof bottle
 - Ages 3–5: 16–20 oz. sports-style water bottle
- Sunscreen (original container, labeled)
- Insect repellent (original container, labeled)
- Weather-appropriate outdoor clothing for all seasons

Labeling Requirements

To help prevent lost or misplaced items, **all personal belongings must be clearly labeled with your child's first and last name**, including:

- Clothing
- Bottles
- Water bottles
- Blankets and nap mats
- Diapers (if requested)
- Wipes
- Sunscreen
- Insect repellent
- Medication
- Any other personal items brought to the center

Families are responsible for replacing any items that become worn, damaged, or no longer fit their child throughout the year.

Water Safety Policy

The safety of every child is our highest priority. In accordance with North Dakota child care licensing regulations, Kiddie Korral 2.0 does not permit children to participate in activities involving **more than two (2) inches of standing water**.

Examples of prohibited activities include, but are not limited to:

- Water sensory tables containing more than two (2) inches of water
- Water play bins or containers with standing water exceeding two (2) inches
- Slip-and-slides
- Splash pads or similar activities that create standing water exceeding two (2) inches

Children who require cleaning after a toileting accident or other incident will be cleaned using safe, sanitary procedures that comply with state licensing regulations.

I. STAFF HIRING PROCEDURES

- 1. An applicant, operator, director, or supervisor may not be, and a child care center may not employ or allow, in any capacity that involves or permits contact between the emergency designee, substitute staff member, or staff member and any child cared for by the child care center, an operator, emergency designee, substitute staff member, director, supervisor, or staff member who has been found guilty of, pled guilty to, or pled no contest to:**

a.

An offense described in North Dakota Century Code chapters 12.1-16, homicide; 12.1-18, kidnapping; 12.1-27.2, sexual performances by children; or 12.1-40, human trafficking; or in North Dakota Century Code sections 12.1-17-01, simple assault; 12.1-17-01.1, assault; 12.1-17-02, aggravated assault; 12.1-17-03, reckless endangerment; 12.1-17-04, terrorizing; 12.1-17-06, criminal coercion; 12.1-17-07.1, stalking; 12.1-17-12, assault or homicide while being a police officer; 12.1-20-03, gross sexual imposition; 12.1-20-03.1, continuous sexual abuse of child;

12.1-20-04, sexual imposition; 12.1-20-05, corruption or solicitation of minors; 12.1-20-05.1, luring minors by computer

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or other electronic means; 12.1-20-06, sexual abuse of wards; 12.1-20-07, sexual assault; 12.1-22-01, robbery; 12.1-22-02, burglary, if a class B felony under subdivision b of subsection 2 of that section; 12.1-29-01, promoting prostitution; 12.1-29-02, facilitating prostitution; 12.1-31-05, child procurement; or 14-09-22, abuse or neglect of a child;

- b. An offense under the laws of another jurisdiction which requires proof of substantially similar elements as required for conviction under any of the offenses identified in subdivision a; or**
- c. An offense other than an offense identified in subdivision a or b, if the department in the case of a childcare center applicant, operator, director, or supervisor, or the operator in the case of an emergency designee, substitute staff, or staff member, determines that the individual has not been sufficiently rehabilitated. An offender's completion of a period of five years after final discharge or release from any term of probation, parole, or other form of community corrections or imprisonment, without subsequent charge or conviction, is prima facie evidence of sufficient rehabilitation.**

2. The department has determined that the offenses enumerated in subdivisions a and b of subsection 1 have a direct bearing on the applicant's, operator's, emergency designee's, substitute staff members, director's, supervisors, or staff member's ability to serve the public as an operator, emergency designee, substitute staff member, director, supervisor, or staff member.

3. In the case of a misdemeanor offense described in North Dakota Century Code sections 12.1-17-01, simple assault; 12.1-17-03, reckless endangerment; 12.1-17-06, criminal coercion; 12.1-17-07.1, stalking; or equivalent conduct in another jurisdiction which requires proof of substantially similar elements as required for conviction, the department may determine that the

individual has been sufficiently rehabilitated if five years have elapsed after final discharge or release from any term of probation, parole, or other form of community corrections or imprisonment, without subsequent conviction.

4. The operator shall establish written policies and engage in practices that conform to those policies to effectively implement this section before hiring any staff member.

5. If the department determines that a criminal history record check, as described in North

Dakota Century Code section 50-11.1-06.2, is appropriate, the department may excuse a person from providing fingerprints if usable prints have not been obtained after two sets of prints have been submitted and rejected. If a person is excused from providing fingerprints, the department may conduct statewide criminal history record investigation in any state in which the person lived during the eleven years preceding the signed authorization for the background check.

History: Effective December 1, 1981; amended effective January 1, 1987; July 1, 1996; July 1, 1996, amendments voided by the Administrative Rules Committee effective August 24, 1996; amended effective January 1, 1999; January 1, 2011; April 1, 2014.

General Authority: NDCC 50-11.1-08 Law Implemented: NDCC 50-11.1-01, 50-11.1-04, 50-11.1-06.1, 50-11.1-06.2, 50-11.1-07, 50-11.1-08, 50-11.1-09

Kiddie Korral 2.0 Child Care Center & Early Learning Program

Tuition & Rate Sheet

Effective: January 1, 2026

Child Care Financial Assistance

Kiddie Korral 2.0 encourages all families to apply for financial assistance if they may qualify.

North Dakota Child Care Assistance Program (CCAP)

Eligibility is based on household size and income. If approved, CCAP may pay a portion of your child care tuition.

Please apply online through the North Dakota Health and Human Services website.

Estimated Monthly Income Guidelines

Family Size*	Maximum Monthly Income
2	\$5,231
3	\$6,462
4	\$7,694
5	\$8,924
6	\$10,155
7	\$10,386
8	\$10,617

*Family size includes adults and children living in the household. Income guidelines are subject to change by the State of North Dakota.

Monthly Tuition Rates

Age Group	Monthly Tuition
Infants (0–17 months)	\$1,030.00
Wobblers (18–35 months)	\$1,010.00
Toddlers (3 years)	\$980.00
Preschool (4–5 years)	\$955.00

Drop-In Care (when available): \$100.00 per day

Tuition rates are based on full-time enrollment.

Annual Registration Fee

- **\$100.00 per child**
- **\$175.00 per family**

The Annual Registration Fee is due at enrollment and again each year on **January 1** to maintain your child's enrollment.

Late Pick-Up Fees

Children must be picked up by their scheduled pick-up time.

A late fee of **\$20.00 per child** will be charged for **every 15-minute interval (or any portion thereof)** after the scheduled pick-up time.

Military Child Care Fee Assistance

Military families are encouraged to apply for **Military Child Care Fee Assistance**, which may help reduce out-of-pocket child care expenses.

Eligibility is based on military affiliation and program guidelines rather than household income alone. Assistance is generally based on the difference between the military Child Development Center (CDC) rate and Kiddie Korral 2.0's tuition rate.

Please speak with **Miss Amanda** if you have questions about applying.

Employee Child Care Benefit

Eligible Kiddie Korral 2.0 employees may qualify for **free or discounted child care** in accordance with current employee benefit policies. Please speak with the Executive Director for details.

Please Note

- Tuition is billed on the **1st of each month**, unless other payment arrangements have been approved in writing.
- Tuition is based on **enrollment**, not attendance. No refunds or credits are issued for absences except as outlined in the Parent Handbook and Parent-Provider Agreement.
- Tuition rates and fees are subject to change. Families will receive a minimum of **15 days' written notice** before any rate adjustment takes effect.

Helpful Resources

North Dakota Child Care Assistance Program (CCAP):

<https://www.hhs.nd.gov/applyforhelp/ccap>

Military Child Care Fee Assistance:

<https://www.childcareaware.org/fee-assistancerespice/military-families/air-force/fee-assistance/>

Parent/Guardian Acknowledgement

By signing below, you acknowledge that you have received, read, and understand the policies and procedures contained in the **Kiddie Korral 2.0 Parent Handbook** and **Parent-Provider Agreement**.

You understand that these policies are a condition of enrollment and agree to comply with all program policies and procedures. You certify that the information you have provided is complete and accurate to the best of your knowledge.

Providing false or misleading information, failing to comply with the policies outlined in this handbook or agreement, or refusing to sign the required enrollment documents may result in the denial or termination of child care services.

Parent/Guardian 1: _____ **Date:**

Parent/Guardian 2: _____ **Date:**

Executive Director or Designee: _____ **Date:**
