



**Victorious Kids 2 Latchkey Service**  
**Parent Handbook**  
**2022 - 2023**



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## **WELCOME TO VICTORIOUS KIDS 2**

This handbook is provided as an overview of the policies, procedures, and benefits for Victorious Kids 2. The content of this manual was prepared with intentions to familiarize parents with important information about the center and guidance on the rules and regulations governing the employees of Victorious Kids 2. The guidelines presented in this handbook are not intended to substitute sound management, judgment, and discretion.

Because it is not possible to foresee every situation that may arise or answer every possible question, the policies and procedures described in this manual are applied at the discretion of Victorious Kids 2 and may be modified, changed, deleted and/or expanded at any time with or without notice.

No business is free from day-to-day problems, but Victorious Kids 2 believe the described policies and practices will help resolve such problems. The staff at Victorious Kids 2 and parents must work together to create a safe, healthy, and productive environment that promotes genuine concern and respect for all employees and parents. If any statement in this handbook is unclear, please contact the company president or designated representative for clarification. This handbook supersedes any and all prior policies, procedures, and handbooks of the company.

### **MISSION STATEMENT**

Victorious Kids 2 is committed to providing a safe and healthy learning environment for every child. We offer an innovative program that promotes social, emotional, physical, and cognitive development with a combination of teacher-guided and student-centered activities that foster creativity, diversity, and mutual respect for every learner, based on abilities, not disabilities. We strive to implement everyday life skills and ensure that every child develops a love for learning, and in turn, give back to their community, their family, and society as a whole. Our goal is to:

- Nurture each child's unique qualities and potential
- Support families through strong partnerships
- Collaborate with specialists in the field to aid in the development and growth of the child and family
- Create a work environment that encourages professionalism, growth, and diversity.

Victorious Kids 2 is driven to taking a leadership role in childcare services, educational enrichment, community service, and cultural diversity. Our program, curriculum, and extracurricular activities are designed to strengthen and develop the whole child and their family. Through partnerships with community organizations, local businesses, and education facilities, we can address the needs of the children and families in our care.

### **STAFF EDUCATION AND TRAINING**

All new employees, substitutes, and regularly scheduled volunteers shall complete our orientation program within their first week at Victorious Kids 2. To embark on the orientation program, all new employees, substitutes, and volunteers must provide proof of negative tuberculosis or T.B. test, criminal background check, and fingerprinting (for lead teachers), Department of Human Services Child Abuse Clearance, and have a pre-work physical. The orientation program covers all of the following:

1. Review of center policies.
2. Review of all licensing rules and state handbook as related in rule 251.05(2)(a)1 which explains state orientation.
3. Training in emergency procedures, including the crisis managements.
4. First aid procedures (for those not certified in 1<sup>st</sup> Aid/CPR).
5. Job responsibilities in relation to the job description.
6. Training in the recognition of childhood illnesses and infectious disease control, including hand washing procedures and universal precautions for handling body fluids.
7. Schedule of *Victorious Kid's 2* daily activities.
8. Review of child abuse and neglect laws and reporting procedures.
9. The procedure for ensuring that all *Victorious Kids 2* employees know the children assigned to their care and their whereabouts at all times.
10. Child management techniques.
11. The integration of children with disabilities into the program.
12. Confidentiality policies.
13. Training for the proper lifting and carrying of children and materials weighing over 5 pounds.
14. Bloodborne pathogens.

**Rule 400.8131 Professional development requirements**

- (1) Victorious Kids 2 staff will provide an orientation about the center’s policies and practices and these administrative rules for all personnel hired after the effective date of these rules and before unsupervised contact with children.
- (2) Victorious Kids 2 staff members will have training that includes information about prevention of sudden infant death syndrome and use of safe sleep practices before caring for infants and toddlers.
- (3) Before caring for children, all Victorious Kids 2 staff members and unsupervised volunteers who work directly with children will be trained on prevention of shaken baby syndrome, abusive head trauma and child maltreatment, and recognition and reporting of child abuse and neglect.
- (4) Before unsupervised contact with children, all Victorious Kids 2 staff members who work directly with children will complete prevention and control of infectious disease training, including immunizations.
- (5) Within 90 days of being hired, or the first day as an unsupervised volunteer, all Victorious Kids 2 staff members and unsupervised volunteers who work directly with children will complete the following trainings, which may count toward annual professional development hours and are available at MiRegistry:
  - (a) Administration of medication.
  - (b) Prevention of and response to emergencies due to food and allergic reactions.
  - (c) Building and physical premises safety.
  - (d) Emergency preparedness and response planning.
  - (e) Handling and storage of hazardous materials and appropriate disposal of bio-contaminants.
  - (f) Precautions in transporting children, if applicable.
  - (g) Child development.

(6) All Victorious Kids 2 staff members who work directly with children will complete 16 clock hours of professional development annually on topics relevant to job responsibilities that include, but are not limited to, any of the following subjects:

- (a) Child development and learning.
- (b) Health, safety, and nutrition.
- (c) Family and community collaboration.
- (d) Program management.
- (e) Teaching and learning.
- (f) Observation, documentation, and assessment.
- (g) Interactions and guidance.
- (h) Victorious Kids 2 center administrative rules.

### **Staffing Plan**

The staff is planning a systematic process to ensure that an organization has the right number of people with the right skills to provide adequate care for our students. Victorious Kids 2 is dedicated to providing your child with the most effective and safe care possible. Students will be supervised at all times and staffing ratios will be 18:1 for daily onsite activities and 18:2 for offsite field trips.

### **Childcare Abuse/Neglect Detection and Reporting**

*Victorious Kids 2* is a mandatory reporter of child abuse and child neglect. As such, all employees and volunteers of Victorious Kids 2 who come into contact with the children at Victorious Kids 2 must be trained in all of the following:

- Child abuse and neglect law
- How to identify children who have been abused or neglected
- The process for reporting known or suspected cases of child abuse or neglect

### **Medical Logbook (R400.8152)**

A medical log will be kept at all times by the director, with entries made as a necessary by the teachers and teacher's assistants, recording any injuries that any children display, whether or not they occur on Victorious Kids 2 premises. The director will review with the medical logbook with the staff every six months, and it will be documented in the book that this has taken place. The medical log consists of a sewn, ruled book, with entries made with no skipped lines and no erasures. All entries will be dated and signed, and the log will be reviewed monthly by the director.

All medications will be labeled indicating physicians name, child's name, instructions, and strength of medication. Medications will be given according to the instructions provided by the physician ONLY. All medications will be locked away in a secure box and placed out of the reach of children.

### **Rule 400.8152 Medication; administrative procedures**

- (1) Medication, prescription or nonprescription, will be given to a child by a Victorious Kids 2 staff member only.
- (2) A Victorious Kids 2 staff member will give or apply medication, prescription or nonprescription, only with prior written permission from a parent.
- (3) All medication will be in its original container, stored according to instructions, and clearly labeled for the named child, including all nonprescription topical medications described in subrule (8) of this rule.
- (4) Prescription medication will have the pharmacy label indicating the physician's name, the child's first and last name, instructions, name and strength of the medication, and must be given according to those instructions.
- (5) A Victorious Kids 2 staff member will keep all medication out of the reach of children and will return it to the child's parent or destroy it when the parent determines it is no longer needed or has expired.
- (6) A Victorious Kids 2 staff member will give or apply any prescription or nonprescription medication according to the directions on the original container, unless otherwise authorized by a written order of the child's physician.

(7) A Victorious Kids 2 staff member will not add medication to a child's bottle, beverage, or food unless indicated on the prescription label.

(8) Topical nonprescription medication, including but not limited to diapering cream, triple antibiotic, sunscreen, and insect repellent, requires written parental authorization annually.

(9) A Victorious Kids 2 staff member will maintain a record as to the time and the amount of medication given or applied, with the exception of medications described in subrule (8) of this rule, on a form provided by the department or a comparable substitute approved by the department. One form per medication is required. The signature of the childcare staff member administering the medication will be included.

### **Confidentiality**

All employees and volunteers of Victorious Kids 2 will always keep confidentiality with all matters of the center, (i.e. parents and children, staff, etc.).

### **Evacuation and Emergency Procedures**

In-service training will be conducted by the fire department during one of our required monthly staff meetings. This will include training in the use of the fire extinguisher. Fire, tornado, and crisis management training of staff and children will occur throughout the year under the rules and regulations of Michigan Department of Human Services, Bureau of Child and Adult Licensing.

During emergency evacuations, students and staff will exit to the nearest door and retreat to Warren Fire Station Number 3 located at 23620 Ryan Rd, Warren, MI 48091. Any students needing assistance, or with a known cognitive delay/disability will be paired with a member of the staff prior to evacuating the building.

### **First Aid Procedures**

Minor cuts and abrasions suffered while at Victorious Kids 2 will receive proper care, specifically; they will be washed with soap and warm water and properly bandaged. Treatment will be logged, and the parent will be notified when the injury occurred. Victorious Kids 2 is required to log any injuries observed on your child that may have occurred outside of the school. If a medical emergency arises, a parent will be notified before an emergency treatment takes place unless doing so endangers the child's life. In such a case, necessary steps will be taken,

putting the child first (calling hospital, doctor, poison control, and so forth). If a parent is unable to be reached via telephone, the alternate responsible adults listed on the child's Emergency Card will be contacted. Alternative Emergency contacts will be utilized after three consecutive unsuccessful attempts to reach the parent and after a five-minute grace period to return calls.

### **Recognition of Childhood Illnesses and Health**

In-service training sessions will be conducted by the health department or other agencies during one of our required monthly staff meetings. Victorious Kids 2 will also cover the Health Policy of the Center for staff and children.

Victorious Kids 2 students, teachers, and directors are subject to generally the same wellness guidelines as are its students. Students may not participate in Victorious Kids 2 activities if they display any of the following symptoms:

- Fever over 101°
- Flu
- Unusual rash
- Severe cough
- Rapid or labored breathing
- Severe cold
- Vomiting
- Yellowish skin or eyes
- Diarrhea
- Head lice
- Contagious illness
- Pink eye
- Hand, foot, mouth
- Scabies

Victorious Kids 2 requires that those students who attended be deemed as in general good health. Children who are running a fever, vomiting, or experiencing shortness of breath due to viral infection are not permitted to attend latchkey until they have stopped experiencing symptoms for at least 24 hours. If the child has contacted a disease such as chicken pox, mumps, ringworm, or measles, we request a copy of a doctor's note/approval before returning to latchkey.

### **Disciplinary Policies**

**NO STAFF UNDER ANY CIRCUMSTANCES WILL PHYSICALLY DISCIPLINE ANY CHILD FOR ANY REASON. THIS IS NOT ACCEPTABLE AND WILL NOT BE ALLOWED OR ACCEPTABLE. NO FORM OF PHYSICAL, EMOTIONAL, OR VERBAL ABUSE WILL BE TOLERATED.**

1. Counseling/Verbal Warning: Counseling and verbal warning should be used by the director, and teachers to explore to explore with a student the source of any problem and to find constructive ways to overcome any problem.
2. Written Reprimand and Warning: The students and parents are given written warning that he or she has violated Victorious Kids 2 rules, regulations, or procedures, or otherwise exhibited unacceptable and/or inappropriate behavior, for extreme circumstances such as constant bullying, or use of weapons.
3. Expulsion: Any child who persistently violates the rules of Victorious Kids 2 will be terminated from the program.

The director reserves the right to impose any of the disciplinary actions listed, but only after discussion with and concurrence of the executive director. Disciplinary actions are normally utilized in accordance with the severity of the infraction.

### **Hours of Operations**

The hours of operation for Victorious Kids 2 are Monday through Friday, 6:00 a.m. – 8:00 a.m. and 3:00 p.m. – 7:00 p.m. We are open on half days and early dismissals. We also provide summer daycare at selected locations. In the event of unplanned conditions such as inclement weather that may force a student's schedule to change at the last minute, please contact the director or call the office directly.

## **Holidays**

Victorious Kids 2 observes the following holidays:

- New Year's Eve
- New Year's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Eve
- Thanksgiving Day
- Christmas Eve
- Christmas Day

## **Attendance**

Students must attend during their scheduled hours of care unless previously arranged with Victorious Kids 2 staff. Please note: all payments must be completed in full for scheduled students. Parents are also responsible to notify Victorious Kids 2 Latchkey that the student will be absent or other arrangements for pickup have been made.

## Other Parental Responsibilities

Please Note: Children must be picked up by their scheduled exit time. There is a \$10.00 late fee after the first ten minutes and an additional \$10.00 for each ten minutes afterwards.

### ACKNOWLEDGEMENT OF RECEIPT OF HANDBOOK

I have received the current company parent handbook and have read and understand the material covered. I have had the opportunity to ask questions about the policies in this handbook, and I understand that any future questions that I may have about the handbook or its contents or position will be answered by the Director or his designated representative upon request. I agree to and will comply with the policies, procedures, and other guidelines set forth in the handbook. I understand that the company reserves the right to change, modify, or abolish any or all of the policies, benefits, rules, and regulations contained or described in this handbook as it deems appropriate at any time, with or without notice. I acknowledge that neither this handbook nor its contents are an expressed or implied contract regarding my employment.

I further understand that all employees of the company, regardless of their classification or position, are employed on an at-will basis, and their employment is terminable at the will of the employee or Victorious Kids 2 at any time, with or without cause, and with or without notice. I have also been informed and understand that no officer, agent, representative, or employee of Victorious Kids 2 has any authority to enter into any agreement with any applicant for employment or employee for an employment arrangement or relationship other than on an at-will basis and nothing contained into policies, procedures, handbooks, or any other documents of Victorious Kids 2 shall in any way create an expressed or implied contract of employment or an employment relationship other than one on an at-will basis.

**This handbook is the company property and must be returned upon separation.**

Please initial certifying that you are aware of the following:

I am aware of the location of the Licensing Notebook which contains all inspections and reports. (R400.8146)  
**(i) The licensing notebook contains all the licensing inspection and special investigation reports and related corrective action plans for the last 5 years.**  
**(ii) The licensing notebook is available to parents during regular business hours.**  
**(iii) Licensing inspection reports, special investigation reports, and corrective action plans from at least the past 3 years are available on the department's childcare licensing website at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare). The website address must be in bold print.**

I affirm that my child is in good health with no activity restrictions. (R400.8143)

I affirm that my child's immunizations are up to date. (R400.8143)

I affirm that my child's immunization record or appropriate waiver is on file with my child's school. (R400.8143)

I am aware the Victorious Kids 2 Latchkey utilizes the playgrounds belonging to Great Oaks Charter and that this playground is NOT in compliance with the State Standard for childcare centers equipment and playgrounds. (R400.8170) (R400.8173)

I authorize Victorious Kids 2 Latchkey to use photo, video, and audio of my child to be published on their website, flyer, and/or social media. I understand that if my child's photo, video, and audio is ever used, I will be notified.

I understand that Victorious Kids 2 Latchkey is NOT responsible for lost, broken, or stolen cellphones that are NOT checked in during your child's scheduled timing.

I understand that during emergency evacuations, students and staff will exit to the nearest door and retreat to Warren Fire Station Number 3 located at 23620 Ryan Rd, Warren, MI 48091. (R400.8161)

Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent Name (Printed) \_\_\_\_\_

## **Admission and withdrawal Policies**

### **Admission:**

Students must be enrolled by a legal parent or guardian upon the completion of the forms listed below and submitting payment for the first week of service.

1. Child Information Record (State of MI Department of Health and Human Services- Bureau of Children and Adult Licensing).
2. Parent Notification of the Licensing Notebook
3. Victorious Kids 2 Receipt of Parent Handbook
4. ACD Centers Participant Enrollment Form
5. Household income eligibility state – childcare institutions
6. Presentation of Birth Certificate, Immunization Records, and Identification card of parent or legal guardian.
7. Legal custodial agreement (if Applicable)

### **Withdrawal:**

After three consecutive weeks or a total of 15 school days of not attending any session of before or after school care, Victorious Kids 2 reserves the right to withdraw students. Victorious Kids 2 also reserves the right to reuse payment, and services for any student with 24 hours' notice and written dismissal for violent or aggressive behavior that endangers the physical health of staff or students.

## **Prices and Fees**

Please Note: All payments are due on Mondays and late fees are applied and due by Wednesday of the week of service. Late fees are \$10.00 per child. Students must be enrolled to attend Latchkey a minimum of 3 days per week. Children must be picked up by their scheduled exit time. If your child is not picked up by 7:00 p.m., the late fee will be applied after the first ten minutes and an additional \$1.00 for each minute afterwards.

### **The following prices are a flat rate and do not roll over from week to week**

\$10.00 A.M. Latchkey

\$15.00 P.M. Latchkey

\$25.00 For Half Days (11:15 a.m. – 6:30 p.m.)

Siblings of (3) or more will receive a 20% discount on the third child for Latchkey services.

All care must be a minimum of two days. All students must be enrolled in the program, no exceptions.

**Parental Cash Payment Contract Option**

I \_\_\_\_\_ (insert name) agrees to pay \_\_\_\_\_ (insert amount) as of \_\_\_\_\_ (insert date) Weekly or Bi-Weekly (circle one) per each child. This rate begins and will exist until \_\_\_\_\_.

X \_\_\_\_\_ Date: \_\_\_\_\_  
(Parent)

**Parental Payment Contract Option B**

**State of Michigan Payments**

I \_\_\_\_\_ realize that although I have been approved for assistance that covers \_\_\_\_\_% of my latchkey fees, I am responsible for the co-pay of \_\_\_\_\_ (insert amount) Weekly or Bi-Weekly (circle one) per each child. This co-pay begins as of \_\_\_\_\_ (insert date) and will exist until \_\_\_\_\_.

X \_\_\_\_\_ Date: \_\_\_\_\_  
(Parent)

Please Note: Parents are responsible for all payments not covered by MDHHS

**Victorious Kids 2 Daycare**

## Daily Latchkey Schedule

### Monday

3:15 – 3:45 Attendance and Snack  
3:45 – 4:45 Homework  
4:45 – 5:30 Activity  
5:30 – 6:00 Dinner  
6:00 – 7:00 Movie / Exit / Cleanup

### Tuesday

3:15 – 3:45 Attendance and Snack  
3:45 – 4:45 Homework  
4:45 – 5:30 Activity  
5:30 – 6:00 Dinner  
6:00 – 7:00 Movie / Exit / Cleanup

### Wednesday

3:15 – 3:45 Attendance and Snack  
3:45 – 4:45 Homework  
4:45 – 5:30 Activity  
5:30 – 6:00 Dinner  
6:00 – 7:00 Movie / Exit / Cleanup

### Thursday

3:15 – 3:45 Attendance and Snack  
3:45 – 4:45 Homework  
4:45 – 5:30 Activity  
5:30 – 6:00 Dinner  
6:00 – 7:00 Movie / Exit / Cleanup

### Friday

3:15 – 3:45 Attendance and Snack  
3:45 – 4:45 Homework  
4:45 – 5:30 Activity  
5:30 – 6:00 Dinner  
6:00 – 7:00 Movie / Exit / Cleanup



## Victorious Kids Latchkey Weekly Menu

**Please Note: Menu is Subject to Change Weekly**

Center: Victorious Kids 2

Monthly Menu Plan (non-infant)

Sponsor: Association for Child Development

(313) 282-9050

Month of March 2020

(517) 332-7200

Monday	Tuesday	Wednesday	Thursday	Friday
<p><b>2</b></p> <p>B: Cheerios Multigrain (WG) Applesauce Fluid Milk</p> <hr/> <p>P: Yogurt Animal Crackers – Plain</p> <hr/> <p>D: American Cheese Wheat Bread, Carrots, Mixed Fruit, Fluid Milk</p>	<p><b>3</b></p> <p>B: Sausage - Beef Pancakes / Waffles Mixed Fruit / Fluid Milk</p> <hr/> <p>P: Goldfish Crackers (WG) Mandarin Oranges</p> <hr/> <p>D: Beef Franks, Hot Dog Buns, Corn, Oranges, Fluid Milk</p>	<p><b>4</b></p> <p>B: Pancakes / Waffles, Strawberries Fluid Milk P:</p> <hr/> <p>String Cheese Wheat Crackers (WG) Fluid Milk</p> <hr/> <p>D: Beef Ground, Taco Chips Lettuce and Tomato Apple, Fluid Milk</p>	<p><b>5</b></p> <p>B: Other Cheese Bagel (WG) Mixed Fruit, Fluid Milk</p> <hr/> <p>P: Goldfish Crackers (WG) Bananas</p> <hr/> <p>D: Pepperoni, Pizza Crust Tossed Salad, Tomatoes Other, Fluid Milk</p>	<p><b>6</b></p> <p>B: Kix (WG) Mandarin Oranges Fluid Milk</p> <hr/> <p>P: Cheese Crackers Apple Juice</p> <hr/> <p>D: Ham, Wheat Bread WG Pickles, Applesauce Fluid Milk</p>
<p><b>9</b></p> <p>B: Cheerios Multigrain (WG) Applesauce Fluid Milk</p> <hr/> <p>P: Yogurt Animal Crackers – Plain</p> <hr/> <p>D: American Cheese Wheat Bread, Carrots, Mixed Fruit, Fluid Milk</p>	<p><b>10</b></p> <p>B: Sausage - Beef Pancakes / Waffles Mixed Fruit / Fluid Milk</p> <hr/> <p>P: Goldfish Crackers (WG) Mandarin Oranges</p> <hr/> <p>D: Beef Franks, Hot Dog Buns, Corn, Oranges, Fluid Milk</p>	<p><b>11</b></p> <p>B: Pancakes / Waffles, Strawberries Fluid Milk</p> <hr/> <p>P: String Cheese Wheat Crackers (WG) Fluid Milk</p> <hr/> <p>D: Beef Ground, Taco Chips Lettuce and Tomato Apple, Fluid Milk</p>	<p><b>12</b></p> <p>B: Other Cheese Bagel (WG) Mixed Fruit, Fluid Milk</p> <hr/> <p>P: Goldfish Crackers (WG) Bananas</p> <hr/> <p>D: Pepperoni, Pizza Crust Tossed Salad, Tomatoes Other, Fluid Milk</p>	<p><b>13</b></p> <p>B: Kix (WG) Mandarin Oranges Fluid Milk</p> <hr/> <p>P: Cheese Crackers Apple Juice</p> <hr/> <p>D: Ham, Wheat Bread WG Pickles, Applesauce Fluid Milk</p>
<p><b>16</b></p> <p>B: Cheerios Multigrain (WG) Applesauce Fluid Milk</p> <hr/> <p>P: Yogurt Animal Crackers – Plain</p> <hr/> <p>D: American Cheese Wheat Bread, Carrots, Mixed Fruit, Fluid Milk</p>	<p><b>17</b></p> <p>B: Sausage - Beef Pancakes / Waffles Mixed Fruit / Fluid Milk</p> <hr/> <p>P: Goldfish Crackers (WG) Mandarin Oranges</p> <hr/> <p>D: Beef Franks, Hot Dog Buns, Corn, Oranges, Fluid Milk</p>	<p><b>18</b></p> <p>B: Pancakes / Waffles, Strawberries Fluid Milk</p> <hr/> <p>P: String Cheese Wheat Crackers (WG) Fluid Milk</p> <hr/> <p>D: Beef Ground, Taco Chips Lettuce and Tomato Apple, Fluid Milk</p>	<p><b>19</b></p> <p>B: Other Cheese Bagel (WG) Mixed Fruit, Fluid Milk</p> <hr/> <p>P: Goldfish Crackers (WG) Bananas</p> <hr/> <p>D: Pepperoni, Pizza Crust Tossed Salad, Tomatoes Other, Fluid Milk</p>	<p><b>20</b></p> <p>B: Kix (WG) Mandarin Oranges Fluid Milk</p> <hr/> <p>P: Cheese Crackers Apple Juice</p> <hr/> <p>D: Ham, Wheat Bread WG Pickles, Applesauce Fluid Milk</p>
<p><b>30</b></p> <p>B: Cheerios Multigrain (WG) Applesauce Fluid Milk</p> <hr/> <p>P: Yogurt Animal Crackers – Plain</p> <hr/> <p>D: American Cheese Wheat Bread, Carrots, Mixed Fruit, Fluid Milk</p>	<p><b>31</b></p> <p>B: Sausage - Beef Pancakes / Waffles Mixed Fruit / Fluid Milk</p> <hr/> <p>P: Goldfish Crackers (WG) Mandarin Oranges</p> <hr/> <p>D: Beef Franks, Hot Dog Buns, Corn, Oranges, Fluid Milk</p>			

**Victorious Kids 2 Latchkey**