

# ***KEARNEY KIDS' CLUB***

## **Parent Handbook**

**Kids' Club Administrative Office  
7 South Campus Drive  
Kearney, MO 64060  
628-4652**

(Revised May, 2010)

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## KIDS' CLUB PHONE NUMBERS

Administrative Office – Southview Elementary  
7 South Campus Drive

Program Director – Ann Stover-Wyatt  
628-4652

Dogwood Site Coordinator – Debby Pack  
256-9495

Hawthorne Site Coordinator – Patty Carter  
509-2687

Kearney Elementary Site Coordinator – Debra Clark  
716-3951

Southview Site Coordinator – Elica Talbot  
813-5466

## **KEARNEY KIDS' CLUB**

Thank you for choosing us to be your school age child care provider! This handbook contains important information about program operations and policies. Please feel free to call the Administrative Office if you have questions or concerns. Our telephone number is 628-4652. The office is located at Southview Elementary, 7 South Campus Drive, Kearney, MO 64060.

The Kearney Kids' Club Program is a community service of Kearney R-1 Public Schools, whose purpose is to meet the needs of working parents by providing quality school age child care.

### **PROGRAM PHILOSOPHY AND GOALS**

The Kearney Kids' Club Program's Philosophy is to be a family and community service that complements both the child's home and school environment. The Program's goals are to offer a variety of activities which includes recreation and games, arts and crafts, reading, music, time to work on homework, and "free time" for the children to pursue their own interests in a safe, friendly environment.

## **EXPECTATIONS**

### **Parents' expectations of the program**

Parents may expect that:

1. Their children are cared for in a safe, supportive environment
2. They may visit and participate in the program at any time
3. They may voice concerns related to the program to the staff
4. They will be told about recurring misbehavior of their child, and will have the opportunity to have a conference in order to bring about improvement of the situation
5. They should be informed about the program activities

### **Program expectations of the parents**

The program expects that parents will:

1. Sign their child in and out of the program daily
2. Pick up children on time (please see “Closing/Late Fee Policy”)
3. Pay fees on time (please see “Financial/Fee Policy”)
4. Communicate with staff about any changes in schedule, pickup, illness, or any other concerns
5. Keep child's records up-to-date
6. Read information and communication from the program

### **Children's expectations of the program**

Children may expect:

1. To receive respectful treatment and to have discipline that is fair
2. To have a safe, supportive and reliable environment
3. To have a choice of activities and access to all program equipment, materials and facilities on an equal basis
4. To express creativity and emotions in an appropriate manner
5. To have staff who care about and enjoy them and are actively involved with them

### **Program's expectations of the children**

The program expects that the children will:

1. Be responsible for their actions
2. Follow program rules and directions
3. Report directly to the program and remain with group and staff at all times
4. Treat all others with respect and kindness
5. Clean up after themselves and take care of equipment & facilities

## **PERSONNEL**

The Kids' Club Program has a Director who supervises all program operations and staff, as well as financial functions. Each site has a Site Coordinator who is responsible for day to day program operations and is the immediate supervisor of program staff. They are available at opening and closing times for parent communication. Both Site Coordinators and Site Assistants are the staff on site who lead activities and interact with children.

The program will strive to maintain staff/child ratios below those required by the state (1 staff person for each 16 children).

Staff is hired with relevant education and previous experience working with children. They attend in-service and training events. Criminal background checks are conducted on all staff, and all are CPR certified.

## **HOURS OF OPERATION**

The program will open Monday through Friday from 6:00 AM until school begins and after school until 6:00 PM. The school year program will begin on the first day of school and end on the last day of school. For your child's safety, you must come in to sign your child in every day.

## **ELIGIBILITY AND ENROLLMENT**

The Kearney Kids' Club Program is an equal opportunity program. No person will, on the basis of sex, race, color, creed, national origin, ethnic background or handicap, be excluded from participation in, be denied benefits of, or otherwise be subjected to discrimination under the program.

The school year program is open to all children grades K – 5 in the Kearney R-1 School District.

The parent must complete a registrations form and submit it with a non-refundable enrollment fee. To enroll a child, the form **MUST** be completed prior to the first day of attendance. Parents should provide the program with all information requested on the form, and update information as needed.

## **FINANCIAL/FEE POLICY**

A Pre-enrollment form/fee schedule, designating the days and times of service, will be required to establish a regular monthly fee for your child. Your child may either attend before school, after or both.

### **FEES ARE PAID ONE MONTH IN ADVANCE, DUE ON THE FIRST OF EACH MONTH.**

Payment may be made on-line from your checking account by either Electronic Funds Transfer (EFT) or by “Click to Pay” after the invoice is sent via e-mail. WE WILL NO LONGER ALLOW PAYMENTS TO BE LEFT AT THE KIDS CLUB SITES. **The required fee is due each month whether or not your child attends. Full weeks will be credited ONLY with one week advance written notice (up to 4 times/year-see “Changes to Contract” below). Any credits will be applied to your next month’s bill.** (See “Tuition Schedule” for monthly fees)

**LATE FEES:** A late fee of \$25.00 will be added to fees paid after the 10th.

**FAILURE TO PAY FEES:** Parents who fail to pay past-due fees by the 15<sup>th</sup> of each month will not be allowed to use the program until all fees due are paid in full. Continued late payments will result in terminated childcare services.

**CHANGES TO CONTRACT:** A **written** notice is required to change the contracted monthly schedule. We will attempt to accommodate each request. You are allowed to change your child's schedule (i.e., for vacations, etc.) no more than **4 times/weeks** in the school year. After that, regular fees apply, whether or not your child attends.

## **FINANCIAL ASSISTANCE**

The Kids' Club program is sensitive to special circumstances and needs of the families who use the program. If you need temporary or long-term financial assistance, either Division of Family Services or partial scholarships through local organizations may be available. Contact the Administrative office for assistance.

## **CLOSING/LATE FEE POLICY**

Parents should pick up their children before the closing time of 6:00 p.m. If for some reason you should be delayed, please call the program and inform staff that you will be late. This will reassure the children, and prevent staff from contacting the emergency numbers listed on your enrollment form. Phone access is available at all times. See the directory in front of the handbook for phone numbers.

The following late charges will be assessed and added to your account:

\*\$1.00 per minute after 6 p.m.

Closing staff will ask parents to sign out child listing the pick-up time. The clock on the site cell phone will be used for the correct time. Childcare services may be withdrawn for continued late pick up of your child.

## **ORIENTATION TO THE PROGRAM**

We encourage all interested families to visit the program with their child before enrollment. We will explain our program to you. Once your child has been registered, we will do our best to make the transition into our program a smooth one.

Your child will be introduced to the other children, and will be shown the location of the centers and supplies available to them. They will be instructed as to the rules of Kids' Club, as well as snack times. For a smoother transition, we may pair another child with yours until they are accustomed to our program.

## **ARRIVAL AND DEPARTURE**

Children should arrive and leave the program according to the schedule written by the parent on the pre-enrollment contract. Parents are expected to bring their child into the building to sign in and notify staff that their child is present before leaving. This is to insure your child's safety and supervision. The program does not allow your child to sign in and out.

Children will not be released to anyone other than the parents, those persons authorized on the enrollment form to pick the child up or unless permission is given in writing to the program. Phone authorization will be given for emergencies only. Anyone other than parents or those who regularly pick up the child will be asked for identification to verify authorization. Any special circumstances regarding custody of your child should be brought to the site director's attention.

### **ABSENCES**

If your child will not be attending the program for any reason, **please notify the program in advance, if possible.**

During the school year, if your child is ill, please request that the school secretary put a notice of the child's absence in the Kids' Club mailbox when you call the school to report the illness or pick up the child from school. You may also call the site phone numbers listed on page 1. Please contact us regarding *any* change in your child's regular attendance schedule.

An absence without prior notification may be mistaken for a missing child and unnecessary concern and time will be spent searching for the child. If a child does not arrive at the program as scheduled, the site director will contact the parent. If the parent cannot be reached, emergency numbers will be contacted.

### **PROGRAM ACTIVITIES**

The children will be encouraged to be involved in program activities offered. It will be the child's decision, however, as to whether or not they participate.

Children may spend time outdoors exploring and playing games, particularly in the afternoon. Please be sure your child is dressed appropriately so that he/she may fully participate in activities. We recommend tennis shoes for safety reasons.

## CURRICULUM

The High/Scope Curriculum has been modified to meet the needs of the children in the Kearney Kids' Club Program. The basis of this curriculum believes that children are capable of making decisions and solving problems about activities that are of interest to them. We believe the curriculum should be planned around the interests and needs of our children, as well as the adults working with them.

Our curriculum includes: Arts/Crafts – Allows the children to be creative while exploring different types of mediums

Science – Our materials allow the children to learn basic scientific themes while having fun

Dramatic Play – Allows the children to use their imaginations while cooperating with other children. This draws upon their day-to-day experiences.

Board Games – Many fun, educational games are available which help build critical thinking skills

Computers – We have a variety of educational, as well as fun games for all age groups

Reading – We utilize both standard, as well as audio books. Many are classics, and suit all ages.

Music – Broadens the “creative juices” of our children. Several small, hand-held instruments are available.

Physical Activity/Games – In addition to providing necessary exercise, teamwork and cooperation are encouraged.

Other centers may be added as new interests are realized.

### **Daily AM Routine**

5:45 – 6:00 Staff arrives; prep for day  
6:00 – 8:10 Centers of choice; special events; theme of week; gym time  
8:10 – 8:25 Clean up; wash hands for breakfast

### **Daily PM Routine**

3:00-3:25 Staff arrives; prep time  
3:25-4:00 Greet children; snack time (wash hands)  
4:00-5:00 Centers of choice  
5:00-5:45 Centers/Outdoor time/ homework assistance  
5:45-6:00 Clean up/free time

## **CHILDREN'S PERSONAL PROPERTY**

Each child will be provided with an area to keep personal belongings in while at the program. Children's personal property – coats, clothing, school bags, etc. should be taken home at the end of each day. Any personal property that remains will be put in the school's lost and found box. Labeling your child's items clearly will help. Although the program will attempt to help children stay organized, we cannot be responsible for personal property.

Parents should monitor personal belongings that children bring into the program. Should personal items become a problem, the program retains the right to discontinue the policy of allowing the children to bring items. The program will take away any items they feel inappropriate.

## **PARENT PARTICIPATION**

Any custodial parent or guardian of a child enrolled in the program shall be permitted unlimited access to the program during our hours of operation for the purposes of contacting their children, evaluating the care provided by the program or evaluating the premises. Upon entering the site, the person must notify the Site Director of their presence.

Parents are encouraged to participate in the program in many ways. If you have a particular talent or something of interest to share, please inform our staff. We enjoy having parents involved in our program. Information will be available to let you know what's going on at the program and any special needs the program has. We welcome your donations of time, service and items such as toys, games, books, usable recyclables for crafts, etc. We also welcome your comments and suggestions.

## **SNACKS**

The Kids' Club Program provides children with an afternoon snack. Any special dietary needs should be discussed with the Site Director and noted on the enrollment form. The snack menu is located on the Kids' Club bulletin board.

## **CONCERNS/PROBLEMS**

Any parent who has need of assistance concerning problems or complaints about the Kids' Club Program may contact the Site Coordinator during hours of operation. There may be some need to schedule another time for a conference so that no interruptions occur. You may also contact the Program Director during school hours to discuss your child's needs or program concerns at 628-4652.

## **PROGRAM RECORDS**

We will maintain records that are available to you upon request, such as your payment records and any and all records that pertain to your child (attendance, behavior, etc.). If you wish to review any of these records, please inform the Kids' Club staff and we will set up a time for you to review the records that is convenient for you.

All of our staff have been given criminal background checks and child abuse/neglect screenings prior to hire and annually thereafter. We will be glad to discuss these checks with you upon request.

## **DISCIPLINE PLAN**

Children are entitled to a pleasant and harmonious environment at Kids' Club. The program's philosophy of discipline is based on respect for the child's self esteem, setting reasonable limits and consequences (rules are established at each program by the children and staff) and encouraging increased self-discipline. Only constructive methods of discipline shall be used to promote appropriate behavior. The staff will work with any child and cooperate with parents to resolve any problems that may arise.

### **BASIC RULES**

(Note: These rules are not all-inclusive, but most all expectations for appropriate behaviors can be placed in these general categories.)

1. Report directly to the program. Parents should bring the children into the building and sign them in. Children may not leave the program unless a parent has signed them out.
2. Listen to staff, be quiet at signal and follow instructions when initially asked.
3. Respect yourself and others – show kindness and use respectful communication (no excessive noise, shouting, swearing, hitting, kicking, etc.).
4. Respect program property (take care of games and equipment, clean up after yourself).
5. Practice safety (stay with the group in the designated area, walk from one room to another, follow building rules).
6. Have a positive attitude, play with good sportsmanship and have fun!

### **DISCIPLINE GUIDELINES**

If any rules are not followed, or if disciplinary action is necessary, these steps should be used:

1. Verbal warning and discussion or reminder of expected behavior.
2. Time-out (5 to 10 minutes removed from activity).
3. Discuss recurring or serious behavior with parents. Meet with child and parents to establish a plan for improvement.
4. Withdrawal of privileges, suspension, or termination.

Children may be suspended *without notice* for the following:

- Harassment (sexual or racial)
- Leaving designated area without permission
- Verbal or physical acts of violence
- Use of crude/profane language or gestures

Cooperation and support from parents is essential; both should demonstrate mutual respect. *Parents who are uncooperative and disrespectful to staff will be asked to make other child care arrangements.*

## **HEALTH**

If your child has a known medical condition (such as asthma, diabetes, seizure disorder, etc.) please be sure the Site Coordinator knows what to do if a problem should occur during program hours. Please make sure that any medication is available and that the medication authorization form has been completed.

**DISTRIBUTION OF MEDICATIONS:** Whenever a child is to be given prescription or over-the-counter medicine, the parent must provide the program with a completed, signed medical authorization form. The medication must be provided in the original container, accompanied by the doctor's directions.

If a child has any one of the following conditions, the parent will be notified to pick up the child immediately:

1. Contagious disease
2. Fever over 100 degrees
3. Vomiting or diarrhea
4. Accident requiring medical attention

For minor accidents, staff will carry out immediate and necessary first aide (all staff is certified in CPR/AED and First Aid). In case of accident or illness, parents will be called. In serious cases, the child will be taken to Liberty Hospital by emergency vehicle for treatment and parents will be called as soon as possible

## **SAFETY**

The program will have staff members in charge of a group of children. They shall be responsible for their group's safety at the site location. Children will not be left alone or unsupervised.

The program has immediate access to a working telephone in case of emergency. Fire and tornado drills are held throughout the year. Emergency procedures are posted.

The program is required by law to report all cases of suspected abuse of a child. This includes reporting parents who appear to be impaired by drugs or alcohol.

## **WITHDRAWAL FROM THE PROGRAM**

Parents who wish to withdraw their child from the program are expected to provide a two week notice. **We ask that you do this in writing.**