

# Kidz Club



# Handbook

Kidz Club Director  
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## I. Administration

### A. Location, Purpose and Philosophy

Kidz Club, the Good Shepherd Before-and-After School Care Program, is held at Good Shepherd Church and School for use by students of the families at Good Shepherd Church or School. The program will be held on site at Good Shepherd and will utilize the Good Shepherd church, school and its grounds in providing supervised care for its students.

Providing quality after school care in a safe and nurturing Christian environment will be the primary purpose of the program.

### B. Organization and Governing Body

The program will receive oversight and guidance from the Board of Children Discipleship (BCD). A member of the BCD is designated as the liaison between the Kidz Club program and the Board.

The BCD will approve a Program Director to oversee the daily operations of the program. The Program Director will be responsible for finding qualified, part-time staff members to help facilitate the activities and supervise the children. The BCD must approve all staff members.

### C. Enrollment and Re-enrollment

Enrollment for new children will be on a first-come-first-served basis on the designated enrollment dates if a waiting list does not exist. Program re-enrollment will take place in May for the following school year. Current participants will have a 15-day designated period to re-enroll for the program and register any siblings. After this time, available spots will be filled from the waiting list or through open enrollment.

Waiting lists will only be established by the Program Director after the program has filled for the current school year and will be kept on file at the program site. Persons on the waiting list have the right to decline a position one time without penalty. After the second refusal, the child's name will be placed at the end of the waiting list, if so desired.

### D. Child Care Fees

The following pricing will be in effect for the 2023-2024 school year:

Kidz Club will ONLY be open on mornings where advance reservations have been made. ***Cancellations must be made no later than 7:00pm on the night prior to your reservation.*** If you have made a reservation, but do not attend or give notice of cancellation before the deadline, your account will still be charged in order to pay for the staffing provided. Reservations and/or cancellations for morning sessions can be made by contacting the Program Director.

#### **Morning Session - Before School:**

Available by reservation only. A minimum of **48-hour notice** is required to avoid Drop-In Fees.

7:00-7:45am                      \$8.00 per morning

#### **Afternoon Session:**

3:00-4:30pm                      \$8.00 per day (snack provided)

4:30-5:30pm                      \$6.00 per day

3:00-5:30pm                      \$14.00 per day

Kidz Club closes at 5:30pm each evening. A late fee of \$1 per every 1 minute late will be assessed after 5:30pm. Parents must call the Kidz Club room if they know they are going to be late. At the discretion of the Program Director, child-care services may be withdrawn if more than 3 overtime charges occur in less than a 3-month period.

#### **Drop-In Fees:**

**Reservations are required in advance for staffing purposes.** In the event that a child attends Kidz Club without a minimum of 48-hour notice, an additional drop-in fee of \$5.00 per child will be charged for that session. Afternoon reservations can be made by emailing the Kidz Club Director.

#### **Payments:**

Our policy is to only charge parents for the days that their child is in the program. All payments will be paid online. Invoices will be available the first week of each month and payments are due by the 15th of each month.

In the event of an outstanding balance, the family will be notified and given a one-week grace period to make the required payment. If the account is 30 days past due, a \$10 late fee will be added to the account. For every additional 30 days past due, the account will continue to be assessed a \$10 late fee. The principal will be notified of any overdue balances that are 90 days or greater. The Board of Child Discipleship will determine how to best handle unresolved payment issues.

#### **E. Communication**

For each child's safety, it is very important to communicate any changes in a child's schedule. Parents can speak to the staff personally when picking up their child, or they can call the church/school office. Office personnel will relay the message to the childcare staff working that day. If no one is available, parents should leave a message for Kidz Club by following the voicemail directions. **Parents are asked to avoid sending notes with their children since the messages often get lost.**

**Please note:** If calling to authorize a different person to pick up a child, that person must be already listed on the authorized release list for that child. Additions to the authorized release list cannot be made over the phone. For the safety of your child, please remind the person picking up to bring a photo ID. Children WILL NOT be released unless an authorized adult comes into the Kidz Club room and signs them out of the program.

#### **F. Visitors and Access**

Parents/guardians are welcome to observe the Kidz Club program. Parents/guardians shall be afforded unlimited access to their children and to the provider caring for their children during the center's hours of operation unless parental contact is prohibited by court order. A copy of this court order must be provided to the Program Director, and all the staff must be informed of the court order. The police will be called if a parent comes to the program that is ordered to stay away from a child. For liability, supervision and other reasons, it is not possible for children who are not enrolled in the program to visit or take part in the program activities.

#### **G. Photo/Video Release**

Participants of Kidz Club permit the taking of photos and videotapes of themselves and their children during sponsored activities for publication and use as the program deems necessary.

#### **H. Grievance Procedure**

If questions or concerns arise regarding the Kidz Club program, or the care being provided, the parent may speak to the staff person on duty at the time. If the staff person is unable to address the parent's concern, or the concern is unresolved, the parent should then communicate the concern to the Program Director. Every effort will be made to resolve the situation at this level. If still unresolved, the parent may bring the concern to the School Principal.

## **II. Forms/Medication/Procedures**

### **A. Records and Forms**

The following forms must be completed and placed on file with the program before attending. These forms must be completed yearly.

- Family Contact Information
- Plan of Use Agreement
- Emergency Information / Authorized Release Form
- Health Information Form

### **B. Health and Medication**

If a child has any one of the following conditions, the family will be notified to pick up their child as soon as possible.

- Fever of 100 degrees or more
- Vomiting or diarrhea
- Discharge from the eyes
- Undiagnosed rash
- Accident requiring medical attention
- Any condition severe enough that it prevents the child from participating in normal activity

The child must be free of the above symptoms for a period of at least 24 hours without the use of symptom reducing medications (i.e. Tylenol, Ibuprofen, Imodium) prior to returning to Kidz Club.

The welfare of each child is our first consideration. In case of serious injury or illness of a child in the Kidz Club program, the following steps will be taken immediately:

- If deemed necessary, 911 will be called
- The parent(s) of the child or the person designated as an emergency contact will be called
- If none of the persons listed can be reached, the Kidz Club staff will implement emergency procedures to protect the health and safety of each child.

It is the parent's responsibility to make arrangements for proper care in case their child is injured or becomes too ill to stay in the program when the parents are away from home.

### **Medication Policy:**

If a child requires medication during Kidz Club hours, a Medication Release form must be completed and signed by the parent. No more than a 30 day supply of medication will be kept on hand.

Medication must be in its original bottle, or a duplicate bottle with an original label including the name of the prescription, child's name, dosage instructions, and physician's name.

Any medication administered during the program requires doctor's permission, including over-the-counter medication. For over the counter medications, the Medication Release form must be completed and signed by the child's doctor, as well as the parent.

### **C. Pick up/ Drop Off**

**Kidz Club will not be in operation on days when there is no school.** The sign in/out form must be completed by the person picking up a child. For safety reasons, this procedure is very important. Children will not be allowed to leave without having first been signed out.

Persons picking up children from Kidz Club **MUST** be listed on the authorization form. A child will not be allowed to leave with anyone other than those authorized to do so. If a temporary change in pick up is made, notification from the parent must be given to the Program Director or Child Care Worker. In case of an emergency or unforeseen event, parents must call the office and leave a message as to who will be picking up the child. This person must already be listed on the Authorized Release form for that child. Phone authorizations cannot be taken for persons not on the authorized release list. Please remind the person picking up your child to bring a photo ID.

### **D. Absences**

If a child is sick and/or will not be attending Kidz Club on a scheduled day, parents must call the church/school office and give notification of the child's absence. This will help us to staff appropriately for the number of children expected in the program.

### **E. Toys and Games**

Children are greatly discouraged from bringing toys, dolls, stuffed animals, games, etc. to Kidz Club. If items have been brought to school, they should remain in the child's backpack during Kidz Club hours. Kidz Club will not be held responsible for any personal items which are broken or lost.

## **III. Activities**

### **A. Extracurricular Activities**

The Kidz Club staff must be notified of any childcare changes due to participation in extracurricular activities such as athletics, music lessons, Pioneers, etc. Notification, in writing, must also be provided if a child is leaving the program for outings, birthday parties, etc.

Children returning to Kidz Club after an extracurricular activity will have the following fee schedule:

4:00 – 4:30pm	\$5.00
4:30 – 5:30pm	\$6.00

Children not picked up by 4:30 will be charged the afternoon session fee in addition to the \$5.00 fee.

### **B. General Activity Schedule**

The program will utilize the playground on site when the weather permits.

Children will have the choice of participating in the activity of the day or an area will be designated for them to play/read.

Parents should encourage their children to start on homework while in Kidz Club. On Tuesdays, Wednesdays, Thursdays and Fridays, students in grades 5-8 should use the Study Hall provided by the school if they wish to complete homework. At times there may only be one staff person present during a given Kidz Club session, so a quiet hour may be offered for the purpose of homework, reading, or another quiet activity. Staff will assist children as they are able, but guided help with homework cannot be guaranteed since such help is beyond the scope of duties expected of our Child Care Workers.

A healthy snack will be provided during the first afternoon session. On special occasions treats may be sent in by families and handed out to other children. Due to the prevalence of food allergies today, these treats should be store-bought, individually wrapped, and in the original container with the ingredients listed. Parents must provide a note to the Kidz Club Director if their child cannot eat or drink certain foods and indicate this on the child's Health Information form as well.

#### **IV. Positive Guidance and Discipline**

##### **A. Positive Guidance**

Students in Kidz Club are expected to conduct themselves as Christian young people at all times. God's Word is the guide for discipline. Students are expected to show respect to the staff at all times and adhere to the rules of the program. Likewise, staff will serve as a model of proper behavior for the children at all times.

The staff will assist children in working out their differences whenever possible and will make every effort to treat each child fairly, respectfully and in an age appropriate manner.

##### **B. Discipline and Discharge**

The following system will be used for disciplining a child:

At the initial onset of a conflict, the staff person on duty will attempt to use positive redirection, helping the child identify acceptable alternatives to negative behavior. In many cases, this will prevent the escalation of unacceptable behavior.

**First Occurrence** - If unacceptable behavior still occurs after redirection, the staff person will talk to the child in a firm but positive manner about the behavior expected of him/her and the child will be given a verbal warning. If the behavior is deemed serious enough, it can warrant a Behavior Report without warning.

**Second Occurrence** - If the behavior persists, the child will be removed from group activity to another supervised area within the classroom until he/she is able to regain control of his or her behavior. A staff person will again talk to the child about the behavior and acceptable alternatives.

**Third Occurrence** - If the behavior resumes after the child returns to the group, the child will again be removed from group activity and the parents will be contacted. Depending on the severity of the behavior, parents may be asked to pick up the child at that time. If they are not required to pick up the child, he or she may return to the group when the behavior stops. A Behavior Report will be completed by the staff and must be signed by the parents when they pick up the child.

A Behavior Form will also be completed whenever a child becomes physical with another child or staff member, or destruction of property occurs. Parents will be charged for the cost of any damaged property.

If two Behavior Forms are accrued, a meeting will be scheduled with the Program Director, parents, and child to discuss the behavior and strategies to assist in alleviating the behavior. A Behavior Plan contract may be written at this time.

If a child receives a third Behavior Form, he/she will be suspended from the program for a 3- program-day period (am/pm). During this time, the Program Director will meet with the parents to discuss the parameters for returning to the program. The Program Director will contact the BCD to make them aware of the problem.

A fourth Behavior Form will result in dismissal from the program for the remainder of the school year. A Behavior Plan Contract must be written before the child can be admitted back into the program the next year. The Program Director will get approval of the Behavior Plan Contract from the BCD.

Behavior Reports are disregarded at the end of each school year.

A serious discipline problem is defined as one in which a child is adversely affecting the day-to-day operations of the program by: requiring one-on-one attention to assure the safety of others, inflicting physical or emotional harm on other children, abusing staff, or purposefully destroying equipment or facilities.

These steps are followed for the majority of discipline problems, but if an offense is deemed serious enough by the Program Director, a child can be expelled upon first offense. The Program Director will inform the BCD of the situation. The BCD has the authority to immediately expel a child from the program.

## **V. Emergency Procedures**

### **A. School Cancellations**

In the event of school cancellation for inclement weather or other reasons, the program will not be held.

### **B. Emergency Procedures**

Emergency procedures have been established for the Kidz Club program and are readily available in the event of the following emergencies:

- Fire
- Tornado
- Lightning
- Power Failure
- Intruder Alert

These procedures are reviewed and updated annually by the Program Director. Kidz Club participants and staff will be proactive and practice emergency procedures on a periodic basis. The procedures and drills determine specific routes and gathering places in the event of a real emergency. Staff will review emergency policies a minimum of two times per year and upon hire.