

*Summer Program*

*2020*

**Parent Handbook**

**Table of Contents**

**General Information……………………………………….……………………3**

**Registration Fee…………………………………………………………………..4**

**Tuition…………………………………………………………………………………4**

**Summer Enrollment……………………………………………………………..4**

**Vacation Weeks……………………………………………………………………4**

**Absences……………………………………………………………………………..5**

**Illness…………………………………………………………………………………..5**

**Withdrawal…………………………………………………………………………..5**

**Closings & Delays…………………………………………………………………5**

**Schedule………………………………………………………………………………5**

**Dismissal Procedures…………………………………………….…………….6**

**Meals & Snacks/ Candy & Gum………………………..………………….6**

**Medication…………………………………………………………………………..6**

**Sunscreen & Bug Repellant…..……………………………………………..7**

**Child Abuse/Neglect…………………………………………………………….7**

**Injuries………………………………………….……………………………………..7**

**Field Trips…………………………………………………………………………….7**

**Toys……………………………………………………………………………………..8**

**Weapons………………………………………………………………………………8**

**Dress Code…………………………………………………………………………..8**

**Discipline and Behavior……………………………………………………….9-10**

**Rules…………………….……………………………………………………………….10**

**Tenative Field Trip Schedule………………………………………………..…11**

**KidZone Summer Program**

**(336) 454-5282**

[**www.fcchighpoint.com**](http://www.fcchighpoint.com)

Welcome to KidZone After School Academy’s Summer Program. We believe children deserve a safe, nurturing, Christian environment in which to grow and develop into young men and women. We work to provide experiences to help children develop physically, mentally, emotionally, and spiritually.

In order to serve our children and their families effectively, it is necessary for our staff and parents to clearly understand their responsibilities to each other. The policy statements in this handbook will serve as the basis of our operation.

**Train a child in the way he should go, and when he is old he will not turn from it.**

**--Proverbs 22:6**

**Registration fee**

Summer of 2020 registration fees: $40 per family. These fees help offset the cost of staff training and supplies needed for the summer program. Children currently enrolled in the After School program will have this fee waived if they transfer directly to the summer program.

**Tuition**

The weekly tuition cost is $115 per week. Payment is due **the Friday prior to service. As of March 22, 2017 KidZone will no longer carry a balance forward. Any child that has an unpaid week will not be allowed to begin services until the balance has been paid in full.**

Parents will be notified in writing and/or verbally if a Non-Sufficient Funds is incurred. Payment will be required in full with by either cash or money order along with a $25 over draft charge in such cases. The child will not be allowed to return to the program until the account is brought current.

**Summer Enrollment**

Enrollment is first come, first serve. A completed enrollment and registration fee will hold a space for your child. Our program serves children from those entering Kindergarten through rising 6th graders (those entering 6th grade). Enrollment is a commitment to your child attending for the entirety of the summer (minus two weeks vacation). Students may be enrolled as a drop-in student if space is available, but this must be discussed with the director at the time of enrollment.

**Vacation Weeks**

Each child is allowed two unpaid vacation weeks during the summer. Parents must give the director **two weeks prior notification** to the child being absent so that we can attempt to fill the position during your child’s absence. Additional weeks must be paid to hold your child’s spot in the summer program.

KidZone Summer Program will be closed Friday, July 3rd in observation of the Fourth of July.

**Absences**

Please notify the director by phone or email if your child will be absent so that we can prepare for activities accordingly. There is no discount/refund for absences outside of the above detailed vacation period. Contact: (336)454-5282 or kidzonepastor@firstchristianhp.org.

**Illness**

If a child has a fever and/or symptoms of a contagious disease (diarrhea, vomiting, chicken pox, rash, lice, etc.) you will be expected to pick the child up within an ***hour*** of being notified. **Important: A child must be symptom free for 24 hours before returning to the program. This includes fever. If a child is sent home from the program on Monday, the earliest they would be allowed to return would be Wednesday.**

**Withdrawal**

In order to withdraw a child from the program, a two week notice is required. If more advance notice is available please advise our director as early as possible so that we can seek to fill the position. If a child withdraws without a two week notice, there will still be a charge equivalent to two weeks.

**Closings and Delays**

In the event of inclement weather or other situations necessitating a parent contact we will use the Remind system. Remind sends a text and/or email message out to all of our parents. **All Parents are required to register for the Remind system. This will serve as our primary contact in case of an emergency.**

**Schedule**

Hours of Operation**: 7:30 am – 6:00 pm** Monday – Friday

KidZone Summer Program shares the building with the Kindernoggin. Kindernoggin’s hours of operation differ from ours, and they open at 7 AM. While it may be possible to enter the building prior to 7:30 AM, **KidZone Children will not be allowed to be dropped off until 7:30.**

**Drop-off/ Dismissal Procedures**

When dropping a child off, you must walk the child in the building, sign them in using your personal code on the computer, and walk your child to their morning room. Children may not be sent to the room unsupervised.

At pick-up you must come into the building and sign your child out on the computer using your assigned code. **A late fee of $5 will be charged if you are more than 5 minutes late and an additional $1 a minute/ child will be charged for every minute over 10 minutes.**

**Meals and Snacks**

KidZone Summer Program is a bagged lunch program. We do not provide lunch for our students. Parents need to send a bagged lunch with their child each day. We are not allowed to heat any items that are sent in children’s lunches (This means no microwaving). Lunches should contain their own cold packs if they need to be kept cold, refrigeration is not available.

The state of NC requires a healthy meal for each child every day. **Meals should include at least three food groups**. We are required by the state to supplement children’s lunches that do not meet this requirement. If your child’s lunch is supplemented, you will be charged a fee of $5 per meal. If your child is missing a lunch altogether, you will be contacted and expected to bring lunch for your child. There is an opt out form that you may obtain from the director to opt out of having your child’s meal supplemented.

We will provide your child with two snacks every day. One snack will be served at approximately 10:00 am and the other at approximately 3:00 pm. Children will have two options to choose from, both of which consist of two of the major food group categories. Exact snack times may vary with the day’s activities. During snack times, the only food items permitted are what is being served by the facility unless an opt out form is on file for a child. (No packed or outside snacks.)

**Candy and Gum** are not permitted.

**Medications**

Any medication that must be given during the day must be given to the summer camp staff and will be stored in a locked area, children are not allowed to keep medicine on their person. Medication must be in its original container and there must be a ‘permission to administer medication’ form on file. This includes any over-the-counter medications as well.

**Sunscreen & Bug Repellant**

We encourage all of our campers to use sunscreen. We suggest that all kids apply sunscreen in the morning before being dropped off and that students have sunscreen that may be re-applied during the day, especially on pool and field trip days. Some students may also wish to use bug repellant. Again, we suggest an application prior to drop-off.

Rules for Sunscreen & Bug Repellant (at KidZone)

1. Students may not use aerosol canned sprays (state rule)
2. The students name must be clearly written on the container
3. Students are not allowed to share their sunscreen/bug repellant with other students (except siblings-*keep in mind all siblings may not always be together*)
4. The Sunscreen and Bug Repellant is not allowed to be kept in the kid’s bags, cubbies, or on their person. It will be turned in to the teacher.

**Child Abuse/Neglect**

If there is any reason to believe that a child who attends the program has been abused or neglected, our staff will report this to the Director of Social Services in the county where the child resides.

**Injuries**

If your child becomes injured while in the program’s care you will be notified. In the case of a serious injury, emergency 911 will be contacted. Please notify staff of any allergies your child has including food and medical allergies as soon as the allergy has been identified.

**Field Trips**

During the summer we will travel on numerous field trips. Field trips are included in the cost of tuition and will cover a variety of different experiences. Parents need to complete a transportation permission form prior to each trip.

We will not have the option of children staying behind during a field trip. If a child’s group has a scheduled field trip, the child must attend that field trip if they are present. Some of the trips we go may have the opportunity for kids to purchase items. Parents are not required to send additional money on any trip, but if you choose to do so it will be the responsibility of the child to keep up with their money. KidZone Summer Program and its teachers will not carry or be responsible for lost money.

**Toys**

Unless we are having a special day or theme, please **do not send toys**, radios, or any other special possessions to the summer program with your child. Toys that resemble weapons are not allowed at any time.

**Weapons**

Weapons are not allowed on the Campus of KidZone After School and Summer Program. This includes, but is not limited to, guns, knives, slingshots, or any device that’s design offers a substantial threat to the health and safety of our staff and students. If a weapon is detected, the proper authorities will be contacted. Should a parent or student bring a weapon onto the premises, that student/ family will be subject to immediate dismissal from the program.

**Dress Code**

Please be mindful that while it is summer, we wish to teach our children modesty in their choice of attire. While shorts are fine and encouraged, please do not send children in clothing that is too revealing or that has holes in the thigh or buttock regions.

We will be going swimming often this summer. On swim and water play days we ask that all bathing suits for girls be either one piece of Tank-kinis. Please no bikinis or bare midriffs. For boys, please wear swimming trunks and not Speedos.

Children should wear tennis shoes or **closed toe shoes** *every day*. On pool days, children may bring flip flops, slides or pool shoes to change into for the pool trip. Because children will be engaged in many different play activities, it is safer for students to have a protective footwear and not flip flops or sandals.

Children that do not have proper attire will be asked to go home and change before they are allowed to be dropped off at the beginning of the day. If a dress code infringement is not immediately noticed at drop-off, the parent will be called and proper attire will need to be brought by our facility immediately.

 Children that do not bring swimwear that conforms to the dress code will not be allowed to participate in water activities.

**KidZone After School Academy & Summer Program**

**Discipline and Behavior Management Policy**

We:

|  |  |
| --- | --- |
| 1. DO praise, reward, and encourage the children. | 1. DO NOT spank, shake, bite, pinch, push, pull, slap, or otherwise physically punish the children. |
| 2. DO reason with and set limits for the children. | 2. DO NOT make fun of, yell at, threaten, make sarcastic remarks about, use profanity, or otherwise verbally abuse the children. |
| 3. DO model appropriate behavior for the children. | 3. DO NOT shame or punish the children when bathroom accidents occur. |
| 4. DO modify the classroom environment to attempt to prevent problems before they occur. | 4. DO NOT deny food or rest as punishment. |
| 5. DO listen to the children. | 5. DO NOT relate discipline to eating, resting, or sleeping. |
| 6. DO provide alternatives for inappropriate behavior to the children. | 6. DO NOT leave the children alone, unattended, or without supervision. |
| 7. DO provide the children with natural and logical consequences of their behaviors. | 7. DO NOT place the children in locked rooms, closets, or boxes as punishment. |
| 8. DO treat the children as people and respect their needs, desires, and feelings. | 8. DO NOT allow discipline of children by children. |
| 9. DO ignore minor misbehaviors. | 9. DO NOT criticize, make fun of, or otherwise belittle children’s parents, families, or ethnic groups |
| 10.DO explain things to children on their levels. |  |
| 11. DO stay consistent in our behavior management program. |  |
| 12. DO use effective guidance and behavior management techniques that focus on a child’s development. |  |
| 13. DO use short supervised periods of time-out sparingly. |  |

Discipline policy continued on next page.

**Discipline (continued)**

In the case of a serious or recurring behavior issue, children may receive a write-up. Write-ups occur when a child physically attempts to harm another child, there is a physical altercation, a child uses inappropriate language, a child continually repeats the same infraction even when they have been directed to correct their actions (ex. Refusing to remain seated while a vehicle is being used for transportation). Children that repeatedly refuse correction may be removed from an activity in order to maintain a positive environment for those children that are participating correctly. This action would be noted on the write-up form.

Write-ups may be accompanied by a phone call to the parents depending on the severity of the child’s actions. Fighting and attempting to harm another child will result in an immediate suspension of up to 3 days for the first offense, a week for the second offense and dismissal from the program for a third.

In the case of general write-ups (not involving an attempt to harm or fighting) children will be given the first & second write-up as a formal warning. Parental signature will be required on the write-up. The third write up will require a minimum of a one day suspension do be determined by the director.

In severe cases of misbehavior the director reserves the right to suspend a child at any step in the write-up process.

**KidZone After School Academy & Summer Program Rules**

1. Fighting and/or threatening behavior is not tolerated.
2. Conflicts are to be discussed and resolved (with adult help when needed)
3. Students will listen to staff, follow directions, and behave safely.
4. Students are expected to behave in a kind manner toward each other (physically &

 verbally)

1. Parents are expected to speak with staff directly and respectfully regarding concerns.
2. Treat God’s house with respect.
3. Everyone is expected to clean up after themselves.
4. Toys and equipment are expected to be used properly.
5. Playground equipment is to be used safely.
6. Students are expected to share and take turns with games, toys, and equipment.

**FIELD TRIPS 2020**

|  |  |  |  |
| --- | --- | --- | --- |
| WEEK: | Prek-Kindergarten | 1st-2nd  | 3rd-5th |
| June 8th | Splash Pad in High Point | Palladium Theatre | Palladium Theatre |
| June 15th | Color Wars on campus | Color Wars on Campus | Color Wars on Campus |
| June 22nd | Sip and Paint on Campus | Sip and Paint on Campus | Sip and Paint on Campus |
| June 29th | Palladium Theatre | City Lake Park | City Lake Park |
| July 6th | Kaleideum Downtown | Korners Folly | Raleigh Museum of Natural Science |
| July 13th | Tumble Bee’s (Ninja Warrior/ gymnastics) | Tumble Bee’s (Ninja Warrior/ gymnastics) | Tumble Bee’s (Ninja Warrior/ gymnastics) |
| July 20th | Greensboro Children’s Museum  | Palladium Theatre | Palladium Theatre |
| July 27th | Mission Week on Campus | Mission Week on Campus | Mission Week on Campus |
| August 3rd | Chuckee Cheese | Chuckee Cheese | Greensboro Grasshopper Game (August 5th) |
| August 10th | Palladium Theatre | Spare Time | Spare Time |
| August 17th | Greensboro science Center | Greensboro Science Center | Greensboro Science Center |

**Field Trips are subject to change**

**Weekly Events:**

**Monday: Field Trip Day**

**Tuesday: Library (prek-K) and Pool Day (1st-5th Grade)**

**Wednesday: Field Trip Day**

**Thursday: Library (1st-5th) and Pool Day (Prek-k)**

**Friday: Field Trip Day**