***KidZone After School Academy***

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***2019 - 2020 School Year***

***Parent Handbook***

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**KidZone After School Academy**

**(336)454-5282**

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

**(first button under the KidZone tab)**

GENERAL INFORMATION

Welcome to the KidZone After School Academy. We believe children deserve a safe, nurturing, Christian environment in which to grow and develop into all God wants them to be. We work to provide experiences to help children develop physically, mentally, emotionally, socially 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 policies set forth in this handbook will clearly explain what you can expect from KidZone and what KidZone expects from you.

 **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

 Registration fees are $40/ family. All families in the program will be required to pay this fee before a child is enrolled. For families that are new to our program this fee will be used to help with teacher trainings, supplies, etc. For students transitioning from Summer to After School, this fee will hold your spot and be applied to your first month’s tuition. This fee is non-refundable. If you register and then your child does not attend, this fee is forfeit.

TUITION

 Monthly After School tuition is $220.00 per month. Clients paying for the entire month on the 1st day of the month receive a $5.00 discount. Clients may choose to have the monthly fee split into two separate payments of $110.00 on the 1st and the 15th of the month. Should the 1st or 15th of the month fall on a Saturday or Sunday, the fee will be due on the following Monday. (Please see the section on Full days for other fees incurred when kids are out of school.)

 Parents will be notified in writing if their account becomes delinquent. **Accounts that fall more than a half a month behind will be given 3 days to bring their account current, or KidZone will not be able to provide care until such time as the account is brought current**.

 There are NO vacation or grace weeks during the school year program. There will be no credits or refunds for absences due to illness or holidays. All questions and/or concerns regarding financial matters need to be discussed with the Director, thus relieving the teaching staff of this responsibility.

INSUFFICIENT FUNDS

 In the case of non-sufficient funds there will be a charge of $25 due in cash along with the monthly tuition payment before the child can return to the Kidzone After School Academy. After a second non-sufficient funds draft, all payments will be required in cash on the first of the month.

SCHEDULE

 Our typical hours of operation will be from 2:00 pm until 6:00 pm M- F during the school year. We will follow the Guilford County School Schedule and open for teacher workdays from 7:30 am until 6:00 pm. See an attached list for a complete list of full days and holiday closings.

HOLIDAYS 2017-2018

These days are based on the Guilford County School Traditional Calendar.

Where possible accommodations for other schools will be made with a minimum number of students required. We will work with parents of NC PreK, private schools and charter schools to meet their diverse schedules whenever possible.

KidZone After School Academy will be **CLOSED** on these holidays:

Labor Day–September 2nd November 11th – Veteran’s Day

Thanksgiving –November 28th – 29th Christmas –December 24th -26th

New Year’s Day –January 1st Dr. MLK Jr. Day – January 20th

Easter –April 10th & 13th Memorial Day- May 25th

FULL DAYS

Although school is closed (GCS), we will be open for the following full days

(Minimum number of students required):

October 9th November 27th December 23rd,27th, 30th - 31st

January 2nd – 3rd , 21st February 17th March 26th – 27th

April 6th – 9th

FULL DAYS & EARLY DISMISSAL DAYS (Fees and Procedures)

 Full Day Rate: $15 Early Dismissal Rate: $7.50

 The above rates will be charged for each day that applies to your child to offset the cost of additional staffing, materials & events. Please be sure to sign-up for full day care a minimum of three days prior to the date your child will attend. You will need to **send a bag lunch for your child on all full days and on early dismissal dates if your child’s school dismisses prior to lunch** (which Phoenix Academy does). Should schools close early for inclement weather and KidZone provide pick-up and care, KidZone will charge a ½ day fee.

 ***If a parent commits their child to attending KidZone After School Academy for a full or half day care, they must provide 24 hour notice that their child will not be attending or***

***The corresponding fee will be charged for failure to cancel. Failure to cancel fees are not covered by DSS and will be the responsibility of the individual.***

DISMISSAL

 Each day when your child arrives, they will be checked in through our computer system. At pick-up, you will need to enter the facility and sign your child out, using the 4 digit code that you will be assigned. **Failure to check your child out may result in late fees**. Our accounting department depends on accurate check-out information when assessing late fees. It is not always possible for them to track down when a child is not checked out properly.

LATE PICK-UP FEE

At KidZone we respect your time and we hope that you respect ours as well. If you are late picking your child up, that equates to time away from our families and interferes with plans that we have outside of our jobs. We will strictly adhere to the following late pick-up fee schedule:

Between 6:05 and 6:10 --$5 Beyond 6:10—additional $1 per minute /child will be assessed.

**These fees will be due upon pick-up and must be paid prior to picking your child up the next business day**.

SNACKS

 We will provide one snack for your child each regular school day and two snacks on full days. Please notify our staff of any food allergies your child may have. Snacks always consist of two food groups and children will have at least two healthy choices. If your child has milk restrictions, you have the option of sending them with a milk alternative (Almond, soy, ect.)

 **Please do not send candy or gum to the program with your child**.

ABSENCES

 Please notify the Director if your child is going to be absent for any reason. No credits or refunds are provided for any absences. This may impact our pick-up routes and or supplies needed for that day.

ILLNESS

 If a child has a fever and/or any symptoms of a contagious disease (diarrhea, vomiting, chicken pox, etc.) you will be called and expected to pick the child up within 45 minutes of being contacted. **IMPORTANT: A CHILD SHOULD BE FREE OF SYMPTOMS, INCLUDING FEVER FOR 24 HOURS BEFORE RETURNING TO THE PROGRAM.** This is a NC State requirement. This means that a child who is sent home today, may not return tomorrow.

MEDICATIONS

 Please give all medications at home if possible. Special circumstances can be discussed with the Director. Instructions are needed in writing and a “permission to administer medication” slip must be filled out, and we must have the medication in its original container. Please notify the staff if your child has any allergies related to first aid supplies. All of our staff is certified in CPR and First Aid.

DISCIPLINE

 Maximum growth occurs through positive interactions with children. Limits will be set without the use of physical punishment. A copy of the discipline and behavior management policy is included in this handbook.

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 lives.

CLOSINGS AND DELAYS

 Safety of the children and staff is foremost in our minds. There may be instances where road conditions and the conditions of the parking lot of our facility make it unsafe for attendance. In these cases we will announce closings and delays through the **Remind telephone tree system** and **on our website**. Information and instructions on how to receive text messages through the Remind phone tree system will be given to all parents at the beginning of the school year and is available on the document download tab of our website. **It is a facility requirement that all parents register to receive messages through the Remind system**. Please sign-up as-soon-as-possible. Every effort will be made to stay open as long as it is safe for the convenience of our clients.

WITHDRAWAL

 If a child needs to be withdrawn from the program, two weeks paid notice is required so that we have time to seek another child to fill the vacancy. Should more notice be possible, it would be appreciated. If a child does not attend the program for those two full weeks payment will still be required.

FALL AFTER SCHOOL ENROLLMENT

 Enrollment is first come, first serve. A completed enrollment packet and registration fee will hold a space for your child. Please see the Director for an enrollment form or download one from the website. We will serve children in grades NC PreK-5.

ACCIDENTS

 If your child becomes injured while in the care of the program, parents(s) will be notified. In case of serious injury, emergency 911 will be contacted. Please notify our staff if your child has an allergy to any known first aid supplies (ie: latex) If your contact information changes during the year, please give a written copy of the new contact information to the director immediately.

FIELD TRIPS

 Field trips may occasionally be offered for children on full days during the school year. Transportation for the children’s field trips will be provided on the church vehicles. They are driven by an adult approved by the church Trustees. Parents will be notified prior to all field trips and asked to sign a permission slip. The program will provide adequate supervision

TOYS

 Please do not send toys, radios, or any other special possessions to church with your child. Toys brought to the program may get broken or lost. Your child’s teacher may advise you of special times for bring items from home. Toy guns, knives and other such toy weapons are not allowed at our program at any time.

WEAPONS

 No item that can be used or perceived as a weapon is allowed at the program. Any “weapon” will be confiscated and kept in the Director’s office and given to the parent at time of pickup. Resulting discipline such as suspension, expulsion, etc. will be dealt with on a case by case basis. Should a firearm or other dangerous weapon be brought, local authorities will be notified.

HOMEWORK POLICY

 It is the goal of our staff to help your child not only in their spiritual growth, but also in their education. Each school day will have an assigned homework time for children to work on assignments and receive help. Our policy is that homework is not complete unless it has been checked by a staff member. This policy allows us to make sure that your child is not only completing the assignment, but doing so correctly.

 In the event that a child is struggling with a task, assistance and re-teaching on the subject will be provided. Our goal is for your child to complete all, or nearly all, of their homework at our facility freeing your evenings for family time.(Provided they are here for the bulk of the after school day. We base our daily schedule on a child attending the full afternoon.)

 Additional time to work on assignments may be provided after scheduled devotions, praise and worship, and play time. However, state regulations require us to provide a variety of activities. This prohibits us from having a child doing nothing but homework for the entirety of the program day.

SUNSCREEN POLICY

Due to liability and medical reasons, KidZone will not supply students with sunscreen. Students are allowed to bring their own sunscreen at home to apply prior to going outside as long as the sunscreen complies with the following:

1. The sunscreen must have the child’s name written in permanent marker on the container.
2. The sunscreen must seal and close in the original container. It may not have a broken top or be placed in a secondary container.
3. **The Sunscreen may not be in an aerosol can.** The department of sanitation does not allow for care facilities to have aerosol cans kept in an unlocked area.
4. Children are not allowed to share sunscreen (unless they are siblings and both names are written on the container).

**Kidzone After School Academy**

**Discipline and Behavior Management Policy**

|  |  |
| --- | --- |
| WE: | 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 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 the children with natural and logical consequences of their behaviors. | 6. DO NOT leave children alone, unattended, or without supervision. |
| 7. DO treat the children as people and respect their needs, desires, and feelings | . 7. DO NOT place the children in locked rooms, closets, or boxes as punishment. |
| 8. DO ignore minor misbehaviors. | 8. DO NOT allow discipline of children by children. |
| 9. DO explain things to children on their levels. | 9. DO NOT criticize, make fun of, or otherwise belittle children’s parents, families, or ethnic group |

 Discipline measures may include verbal warning, losing privileges, being seated away from the group, time out, writing a letter to the parents about inappropriate behavior, and/or discussions with director and/or parents.

 Severe infractions may require the child to receive a write-up. Three write-ups will result in suspension from the program. Incidents such as fighting or bringing a weapon to the program will result in immediate suspension or possible expulsion at the director's discretion.

Kidzone After School Academy

AFTER-SCHOOL RULES

We shall treat each other with respect.

 **“So in everything , do to others what you would have them do to you..”**

 **Matthew 7:12**

Fighting and/or threatening behavior is not tolerated.

Conflicts are to be discussed and resolved.

Students are expected to listen to staff, follow directions, and behave safely.

Students are expected to behave in a kind manner toward each other (physically & verbally).

Keep hands, feet, etc to yourself.

**We shall treat God’s house with respect**.

Everyone is expected to clean up after him or herself.

Toys, playground equipment, and sports equipment are to be used in the proper manner.

Playground equipment is to be used safely.

Students are expected to share and take turns.

Parents are requested to speak with teachers directly and respectfully regarding concerns.