

KidzKare
St. Albert Elementary

323-3703

Dear Parents,

Welcome to KidzKare. We are glad you and your child are a part of our growing KidzKare family. We have an exciting year ahead of us – full of fun and surprises for our boys and girls.

This Parent Handbook contains information you should know about our current program and policies. Please read the handbook and save it for future reference. If you have any questions about the handbook or any other aspect of our program, please feel free to ask.

Thank you for choosing KidzKare. We greatly appreciate your support of our program.

Sincerely,

Mrs. Shirley Chullino
Director

Program

The purpose of KidzKare is to provide before and after school child care in a planned program that offers activities and supervision. Children currently in the St. Albert Elementary schools are eligible.

Supervised childcare will include recreational activities supplemented with in-room activities, such as arts and crafts, games, music, films, the opportunity to complete school assignments and free time. Breakfast will be served, at no additional cost, to registered students who are in the gym by 7:30 am.

Days of Operation

During the school year, the program operates Monday through Friday from 6:00 am to 7:45 am and from 3:00 pm to 6:00 pm. Service will be available when school is dismissed early due to inclement weather, or scheduled early closing and on scheduled teacher in-service days. Weather permitting, KidzKare will be open when school is closed for snow days.

During the summer months, Christmas vacation etc, KidzKare will be available from 6:00 am to 6:00 pm. In order to attend KidzKare, the child must be enrolled in our 4yr old pre-k program or in grades kindergarten through 6th.

Personal Belongings

KidzKare is not responsible for loss or damage of personal belongings or school property in the child's possession.

Registering Your Child

Parents must pre-register in order for their child to attend KidzKare. The registration form is available in the school office.

****** Please note: The maximum number of children allowed to sign up for KidzKare during the school year is 100. This is first come, first served. ******

Attendance

Parents must sign the child in and out each day. Only persons authorized to pick up the child may do so. Parents will provide the name(s) of person(s) authorized to pick up the child, and will inform the director, in writing, of any changes. KidzKare is not responsible for children until he/she is signed in by the parents before school, or enters the KidzKare room after school.

Sick Child Policy

KidzKare cannot care for a sick child. A child who comes to KidzKare in the morning who is sick will not be accepted for services that day, and will be sent home with the person bringing him/her. A child who becomes ill while at KidzKare will be separated from the other children. Parents will be notified and expected to pick up their child immediately. If parents cannot be reached, the emergency contact person listed on the application will be called and asked to pick up the child.

For the comfort of their own child, and the protection of other children in the program, parents' cooperation in picking up a sick child immediately is expected. A child will be readmitted to KidzKare when he/she returns to school after an illness.

Injured Child

Every effort is made to keep the children safe. Unfortunately, accidents and injuries may occur. A minimum of one staff member certified in First Aid and CPR is assigned to the room, and is there to assist a child in case of an emergency.

Basic first aid will be given if a minor injury occurs, i.e., scrapes, cuts and bruises. Parents will be notified when they pick up their child. In the event of serious injury, parents will be notified immediately. If parents cannot be reached, the emergency contact person listed on the application will be contacted. Emergency services (911) will be called, at the parent's/guardian's expense, for more serious injuries.

Discipline of Children

Parents will be informed if the child's behavior becomes unmanageable or otherwise requires attention. Children are entitled to a pleasant and harmonious environment in the program. The school age childcare program cannot and will not serve children who display chronically disruptive behavior.

Chronically disruptive behavior is defined as verbal or physical activity which may include, but is not limited to, such behavior that requires constant attention from the staff, ignores or disobeys the rules. If a child cannot adjust to the program setting and behave appropriately, the child may be discharged.

Reasonable efforts will be made to assist the children on adjusting to the program setting. Redirecting the inappropriate behavior and positive reinforcement will divert disruptive behavior. Disruptive behavior will be dealt with in the following manner:

Procedures:

For chronically disruptive behavior, the director or supervisor will write an Incident Report. This report, and a verbal explanation, will be given to the parent/guardian to read and sign. The report will be returned to the staff where it will remain with the child's enrollment information. A child who poses a threat to himself, another child or staff member, may be suspended or discharged immediately.

If a child receives three written behavior related incident reports, the child will be suspended at the discretion of the director, for one (1) week – effective at the end of the day of the third report. During the week of suspension, the parents, director and principal, will meet in a conference setting in order to determine the conditions of reinstatement.

If the child is reinstated in the program and receives a fourth behavior related incident report, the director may suspend the child immediately and notify the parent/guardian to pick up the child. The director may make such recommendations to the principal as are appropriate, including discharge without the right of reinstatement.

If the severity of a problem is great enough that it could endanger the safety of the child or other children in the program, discharge will be effective immediately after the director consults with the principal.

KidzKare Behavior Statements – please read to your child/ren.

The rights, property and dignity of each person in and around the school are to be safeguarded at all times. The same standards of conduct that are expected throughout the school day will be expected of children and staff in the KidzKare program.

Warnings will be given when rules are broken. Each warning and any disciplinary action taken, will be written down. After repeated warnings, a child may be temporarily suspended from the program. If a child does not improve his/her behavior after suspension, permanent removal from the program may become necessary. A child may be removed immediately from the program for insubordination, violent or destructive behavior and/or uncontrollable behavior.

School facilities are the property of the school. Abuse of any part of the facility will not be allowed. A child and the child's parent/guardian will be held responsible for financial damages incurred by inappropriate behavior.

Children are not allowed in their regular classrooms before or after school unless they have specific permission from the director and the classroom teacher. No child will be allowed in any other part of the building outside of the KidzKare room.

Statement of financial responsibility of parent/guardian

No child will be admitted to the program with a program bill that has gone unpaid for more than one week. The director has neither the authority nor the responsibility, to grant an extension. Users of the program are expected to pay for services on time. Parents are advised to keep their receipts. We are unable to issue annual statements for tax purposes.

Returned check policy

Anyone that has a check returned to St. Albert will be charged a fee of \$20.00. He/she may be placed on a "cash only" payment basis. Repeated returned checks may result in removal from the program.

Late Pick Up

All children must be picked up by 6:00 pm. Parents will be charged for late pick up at a rate of \$1.00/minute/child, payable upon pick up, in cash, to the staff on duty. **NO EXCEPTIONS, INCLUDING BAD WEATHER, TRAFFIC etc. can be made.** Repeated late pick up may result in removal from the program. The emergency contact person listed on the application will be called to pick up the child if the parent/guardian is fifteen (15) minutes late.

Fees

There is an annual registration fee of \$15.00/child. This is nonrefundable.

Fees are as follows:

\$4.00/day/child – before school

\$6.00/day/child – after school

\$20.00/day/child – in service days

Late fee - \$1.00/minute/child after 6:00 pm