

# Kids Campus Parent Handbook



## **INTRODUCTION**

Welcome to Kids Campus. We offer before and after school childcare as well as a summer childcare program. Please take time to read through this handbook, as it is designed to explain the policies and procedures of our program.

## **GOALS**

Kids Campus is committed to providing a quality environment that is nurturing and relaxed where children's physical and emotional needs can be met. To establish an atmosphere of self-respect, respect for others, and for the environment. To help the children improve strength of character and self-control by teaching responsible choices that build self-confidence, self-esteem, and independence. To foster an enthusiasm for learning, exploring, and creativity by creating an environment that inspires children and provides them with enriching learning experiences that promotes cognitive, social and emotional development through engaging, developmentally appropriate activities in Math, Science, Language and Art. To create a learning environment that extends and compliments the school age child's existing classroom curriculum in a fun and creative manner.

## **ORGANIZATION**

Any child attending school in the Dallas Center – Grimes Community School District in grades K – 5 may be enrolled in Kids Campus. If enrollment numbers allow we will add additional children from surrounding areas for our summer program. The program is solely supported by childcare fees.

## **ADMISSION POLICY**

Application for childcare is made by contacting the Center's Director to make an appointment to visit the Center. A file must be established for all children attending the Center. The following forms are to be completed prior to any child's attendance:

1. Registration Form
2. Handbook Receipt Form
3. School Age Health Assessment Form
4. Health Product Release Form

**\*\*All forms are updated yearly or whenever changes in household occur.**

Note: If the parents/guardians have not secured a dentist for the enrolled child(ren), the parents/guardians MUST authorize a dental office that can be contacted in the event of an emergency.

If a child needs special medical services (nebulizer treatments, inhalers, etc.), parents/guardians need to provide a written explanation of those procedures from the doctor and themselves. The explanation should include how to perform the services, when the services need to be performed, and any possible complications or side effects including required interventions.

These procedures will be documented in a manner similar to documentation of medicine given. These medications will need to be brought only when needed and will need to be taken home daily.

### **Parental/Guardian Access**

Parents/Guardians will have unlimited access to his or her child while the child is at our program. Parents/Guardians can also choose to meet with the staff caring for his or her child.

Please note that a copy of a court order must be on file with Kids Campus if any biological parent is to be denied access to a child.

### **Mandatory Reporters**

The Department of Human Services requires caregivers to report suspected cases of child abuse. This reporting also includes the reporting of parents/guardians who appear to be impaired by drugs or alcohol.

### **Non-Discrimination Policy**

No person, on the basis of race, creed, color, religion, national origin, sex, age or disability shall be denied equal opportunity to participate in or receive the benefits of any program or activity offered at Kids Campus.

It is our policy to foster respect and appreciation for the cultural diversity found in our country and an awareness of rights, duties and responsibilities of each individual as a member of a multicultural, non-sexist, free society.

### **Site Information and Hours**

#### ***Before School Program: Hours are from 6:30am – 7:30am***

Kids Campus' before school program is located in the Dallas Center Elementary cafeteria.

#### ***After School Program: Hours are from 3:15pm – 6:00pm***

Kids Campus' after school program is located in the Dallas Center Elementary cafeteria, with access to the playground and gymnasium.

***Our school age program is for grades K-5.***

## KIDS CAMPUS – Daily Schedule

Before School	Activity
6:30am	Childcare opens
7:30am	Children are dismissed for school; school takes over and breakfast is offered at 7:40am.

After School	Activity
3:15pm	Childcare opens
3:20pm	Attendance is taken
3:30pm	Snacks
3:40pm	Children have the choice of playing with a variety of table activities, crafts, playing outside or in the gymnasium.
6:00pm	Kids Campus closes/Parent Pickup

## KIDS CAMPUS – Summer Schedule

Time	Activity
6:30am	Childcare Opens
7:30am	Breakfast provided by Kids Campus
8:00am – 9:00am	Learning Centers
9:00am	Bathroom/Wash Hands
9:30am – 10:30am	Art/Science
10:30am – 11:15am	Outside or Gymnasium
11:30am	Lunch Provided by Kids Campus
12:00pm – 3:30pm	Field Trip or pool
3:30pm – 4:00pm	Snacks
4:00pm – 4:30pm	Outside or Gymnasium
4:30pm – 6:00pm	Learning Centers
6:00pm	Kids Campus Closes/Parent Pickup

## Program Hours and Days

Childcare is available each day school is in session, Monday through Friday, 6:30am - 6:00pm. Childcare for early dismissal is included in the fee.

Childcare is available for current participants on no school days from 6:30am - 6:00pm with the following exceptions:

Kids Campus is closed the following days:

- 10 working days before the first day of school (DC-G policy)
- Labor Day
- Thanksgiving
- The Day After Thanksgiving
- Christmas Eve Day (Close Early)
- Christmas Day
- New Year's Day
- Memorial Day

## Kids Campus Fees\*

Time	Cost
Before School (weekly)	\$ 40.00
After School (weekly)	\$ 65.00
Before and After School (weekly)	\$ 80.00
Summer Program, Spring Break, and Holiday Rate (weekly)	\$135.00

*\*Subject to change upon notice to parents/guardians.*

## Payment Policies

1. No additional cost for in-service days, conference days, or snow days.
2. No part-time enrollment.
3. Regular weekly fees are due regardless of attendance.
4. Childcare fees are due every Wednesday and are considered late after Friday for that week of care.
5. Childcare payments must be kept up to date. Late payments will result in a **\$15.00** late fee.
6. Termination letters will be sent out if accounts are 14 days past due. Your child may not return until your account is brought current. After your 3<sup>rd</sup> time of receiving a termination letter during the year you will not be allowed to return to the program.
7. No refund will be given if a child is withdrawn or dropped from the program.
8. All enrollment forms must be completed prior to a child's starting date.

9. We will be closed per the holidays listed under Program Hours and Days. These seven days are considered paid Holidays that need to be included in your weekly payment. Attendance during winter and spring breaks are optional however you will be charged your normal weekly fee. If you need your child to attend any or all days during the breaks the weekly fee is \$135.00
10. Kids Campus will always attempt to be open for snow days when at all possible. A lunch will be provided for all snow days.

## **Enrollment Policies and Procedures**

A \$25.00 registration fee per family is due upon enrolling your child for the first time and again if your child's care is interrupted for more than a two-week period. The following forms must be completed and returned prior to your child's starting date:

- Registration form
- Health and Immunization statement
- Emergency form
- Permission form

All forms must be updated annually as well as when any changes occur.

## **Program Procedures**

***Signing Your Child In and Out*** – Legally, parents or previously authorized parties must sign each child in and out of the program daily. A minor/sibling may sign a child out if the parent has given written permission. Children will only be allowed to leave the center with persons designated by the parent(s) on the permission form. Parents may call with a change for pick-up, but will be required to add the person to the permission form the next day.

***Absences*** – It is important to notify Kids Campus in advance if your child will be absent. No credit is given for days when a child is absent from the program.

### ***Breakfast, Lunch and Snack***

During the school year, breakfast may be purchased through your child's school lunch account. Your child may also bring a breakfast that requires no preparation from home. Milk and juice are available for purchase. Breakfast starts at 7:45am - 8:00am. Please note that Kids Campus will provide breakfast during summer care and no school days.

Lunch is provided on all "no school days and snow days" during the school year. We have access to a refrigerator/cooler for anyone wanting to bring his or her own lunch.

Kids Campus will have a menu posted on the bulletin board. Children may bring a sack lunch, which will be kept in a refrigerator/cooler as needed. Snack will be served at approximately 3:30pm.

**Personal Belongings** - Please label your child's belongings including backpacks, boots, jackets, etc. During the winter months, we encourage all children to have coats, hats, snow pants and gloves in order to play safely and comfortably outside.

**Messages for the Staff** - Messages may be written in the comment section of the sign in sheet. Urgent messages should be given directly to a staff member. The cell phone number for Kids Campus is 229-8088 and the phone is checked frequently for messages.

**Closing Time** - Childcare hours are from 6:30am – 6:00pm. Any child picked up after 6:00pm will be charged a \$10.00 for the first five minutes you are late and an additional \$5.00 fee for every 5 minutes you are late thereafter. A phone call is appreciated if you are not going to pick up by 6:00pm. Termination of services will occur for more than 3 late pick-ups.

**Discontinuation of Services** – Parents who wish to discontinue childcare need to give written notification two weeks prior to the child's last day. Payment will be expected for the full two weeks.

## Health Policies

**Health Statements** – Children are required to have a health statement signed by the parent at enrollment. Health statements are required to be updated annually.

**Medical and Dental Emergency Information** – An emergency sheet must be completed at enrollment to provide Kids Campus with necessary medical and dental emergency information. The emergency sheet must be reviewed and updated by parents annually.

**Direct Contact with Staff** – Upon arrival each day, children must have direct contact with a staff person for the detection of illness or any concerns.

**Illness** – Children who exhibit the following symptoms will not be allowed to attend Kids Campus and if the child becomes ill during the day will be sent home: diarrhea, fever of 101 within the past 24 hours, severe continuous coughing, pink eye, vomiting, unexplained rashes or swollen glands.

Parents will be notified immediately when a child becomes ill or seriously injured while at Kids Campus.

**Communicable Diseases** – Parents should notify Kids Campus immediately when a child contracts a communicable disease. The center will post notices of exposure of children to communicable diseases.

**Hand Washing** – Children and staff will be required to wash their hands after using the restroom, before eating, before any food activity, and before and after any sensory table activities.

**Medication** – Parents must complete a Medical Sheet when a child is to be given a prescription medication or over the counter medication. Medicine must be brought in the original container. All medications are required to be in their original container and labeled with the child’s name. All medications require a medical release form to be filled out by parent/guardian.

**Staff Training** – Staff will use universal precautions in handling blood and body fluids as recommended by the Center for Disease Control. The full time staff will be CPR and First Aid certified. They will also take classes to continue their training to meet DHS standards.

## **Safety Policies**

These standards have been set to meet State Regulations and to ensure a safe and wholesome environment for the children of Kids Campus:

1. No child will be left unattended while on school grounds.
2. Tornado and fire drills will be practiced monthly as required by law.
3. Emergency evacuation plans will be posted by all exits.
4. Emergency numbers for police, fire department and poison control center will be posted by all phones.
5. First aid kits will be available at Kids Campus, on the playground and on field trips.
6. Emergency forms are taken when transporting children or on activities away from Kids Campus.
7. The staff will complete an Accident Report for minor injuries that occur to give to the parent. Serious injuries will be reported immediately to the parents.
8. No smoking is allowed within Kids Campus, facility vehicles or on the playground.
9. Kids Campus has written emergency plans for fire, tornado, flood, intruders, intoxicated parents, lost or abducted children, power failures, bomb threats, chemical spills, earthquakes and blizzards.
10. An Authorization Form must be completed at enrollment. Parents must list persons authorized to pick up children from Kids Campus. The list will include the person’s relationship to the child and phone number. The authorization list form will be kept in a designated area for staff to use when children are being picked up.
11. Parents must use the sign in and sign out sheet when children arrive and depart from Kids Campus.



## **Field Trip Policies**

Transportation is hired through the Dallas Center-Grimes and ADM school districts. Children are transported on school buses driven by drivers with CDL licenses.

Children may be transported in a staff vehicle in the case of an emergency or with consent of the parent. No child will be allowed to sit in the front seat.

Field trips are an integral part of your child's program. Field trips may be either walking trips or using the buses. A permission slip will be signed for your child at the beginning of each year. The center director will approve all field trips 24-hours in advance of departure.

The following supplies and equipment are mandatory for all field trips:

1. Name of staff and children attending.
2. Final count of adults and children.
3. Destination and address or directions from the center, including departure and return times.
4. Emergency treatment release forms for all children on the trip.
5. First Aid bag.
6. Pick up permission forms for each child on the field trip.
7. Documentation of children leaving or arriving at the field trip site.
8. Head count documentation. Head to name counts will be done on all trips at transition times and/or a minimum of every 30 minutes. Transition times include:
  - Departure from center
  - Arrival at site
  - Lunch/snack
  - Any activity transition
  - Departure from the site
  - Arrival at Kids Campus

Staff may deny a child the opportunity to go on a field trip only when a child's behavior is a safety concern for him/herself or the group. The Kids Campus Director or On-site Supervisor must approve all field trip denials and parents will be informed of the decision.

## **Agreement of Participation**

Kids Campus has adopted an Agreement of Participation, which clearly states behavioral expectations for the Kids Campus staff, parents and children.

### ***Staff Responsibilities***

- Provide a safe and caring environment for your child.
- Provide a variety of activities from which your child can choose.
- Communicate regularly with you, the parent, concerning your child.
- Serve as a positive role model for your child.

### ***Parent Responsibilities***

- Sign child in and out each day and report his/her arrival and departure to a staff member.
- Respect the 6:30am opening and 6:00pm closing times.
- Notify staff of absences in advance (229-8088).
- Notify in writing any changes needed to your child's enrollment or emergency forms.

### ***Child's Responsibilities***

- Always show respect for others.
- Keep hands to self.
- Always show respect to others property.
- Be polite in words and actions – no foul language or put-downs.
- Pick up activity before choosing another one.
- Use outdoor equipment safely.
- Be responsible for any toys brought from home.
- Use good table manners when eating snack or meals.
- Be a good representative for Kids Campus while on field trips.

## **Behavior Guidelines**

Because social growth is so crucial during elementary years, Kids Campus will focus on helping children to learn appropriate behaviors. Behavioral guidelines will be established with the goal of maintaining the physical and emotional well being of each student, as well as teaching self-discipline, control and manners. Positive disciplinary methods may include, but are not limited to, redirection and behavior management programs.

Kids Campus will use an incident report for recording disciplinary actions. A copy of the report will be signed by the teacher as well as the parent and kept in the child's file.

In cases where we have continued reports filed for excessive behavior (physical contact to another child or staff person, continuous disruptive behavior, etc.) a child may be suspended from childcare. The length of the suspension will be determined between the parents, Director and the Board. A conference with the parents, child and teachers will be scheduled to help guide the child's development. We will work together as a team to resolve any issues and help the child to be successful.

## **Discharge Policy**

Children may be discharged from the program for failure to meet the Kids Campus policies, failure to pay, inability for child to adjust to group experiences, or other reasons as determined by the Directors and the Board. Children that pose a threat to other children, staff or self may also be discharged from Kids Campus.

## **Grievance Procedures**

The following procedures are in effect to resolve any grievances involving parents and/or staff:

1. Attempt to solve the problem with the people involved. Most problems are minor or the result of a misunderstanding and can be best resolved by the parties directly affected.
2. If the problem cannot be resolved to everyone's satisfaction, go to the immediate supervisor and clearly state that you have a grievance.
3. The immediate supervisor and all of the people involved will meet in an attempt to resolve the dispute. After reviewing all relevant information, the group – chaired by the supervisor – will attempt to resolve the dispute. If a consensus cannot be reached, the immediate supervisor will decide and detail what actions are necessary.
4. If the solution does not satisfy the grievant(s), the parent and/or staff person may request a meeting with the Board and Directors for review. A decision will be reached at this meeting and will be considered final within the organization.

## **Kids Campus Board**

Kids Campus has an Advisory Board as per the Kids Campus' Articles of Incorporation. The Board consists of 5 members that are parents, educators, and members of the community.

The Board is organized and operates for the purpose of providing quality before and after school care for children in kindergarten through fifth grade enrolled in the Dallas Center Elementary School.