

# Kent City Elementary Before and After School Child Care Program

## **Parent Handbook**



Child Care Provided By  
Kent City Community Schools  
(616) 678-4181  
After School Care Cell Phone  
(616) 648-3554

## **Program and Purpose**

Kent City Elementary's After School Program provides supervised care for Kent City Elementary children in Preschool through 5th grade. Conveniently housed in the upper elementary, we offer children a safe and comfortable environment where they can learn, build appropriate social skills and have fun before and after school. We provide students with an after school snack, outside play time, crafts and a variety of other activities.

The purpose of our child care program is not only to provide students with adult supervision after school, but to also enhance their social, intellectual and emotional growth. We focus on character development by teaching important values such as honesty, respect and caring for the friends around you. Our staff also works with students to ensure they finish their homework, providing help when needed, to ensure they have a successful school experience at Kent City Elementary.

## **Location, Days, and Hours of Operation**

The Child Care room is located in our upper elementary at the end of the fifth grade hallway. Childcare is available beginning the first full day of school and ends with the last day of school. Our child care is available only on days when school is in session. ***Please note in the event of a delay or cancellation, after school care will also be cancelled.***

After school care is provided from 3:00P.M. to 6:00p.m. Students will check in immediately after school and must be picked up no later than 6:00p.m.

## **Admissions Policy**

To utilize After School Care, your child must be enrolled as a student in Kent City Elementary School. Before attending, parents must complete all enrollment forms, including a signed contract and student information card. At the time of registration, parents are required to commit their child to a monthly schedule. These schedules will be filled out by parents on a month to month basis, allowing us to plan ahead, ensuring we are staffed according to the number of students attending.

If we feel that your child is not adjusting to the program, we will contact you and suggest other options. You will be given a one week notice to find alternative care. If you are dropping your child from our program we also request a **ONE WEEK NOTICE**.

## Registration and Fees

After School	(3:00-6:00 p.m.)	\$ 9.00 per day, per child
Early Release Days	(12:00-6:00 p.m.)	\$ 17.00 per day, per child

Kent City Elementary's Child Care Program is a licensed child care center that meets or exceeds all state standards for child care centers. Among those regulations are appropriate adult to child ratios. For example, if a 4 year old is in our care, the maximum ratio is 1 adult to 12 children. We staff our program according to these ratios weeks in advance. **Therefore, we charge based on enrollment, not on attendance.** We ask for two weeks advance notice for schedule changes that differ from the schedule laid out in your monthly schedule.

Monthly invoices will be sent out the first week of each month, with **payments and monthly schedule due the third Thursday of every month.**

\* If parents are two months behind in payments the child will be dropped from the program. If you are having any financial problems and are not able to make payments on time, please call the office at (616) 678-4181.

## Monthly Schedule Changes

In the event of a schedule change after your monthly schedule has been submitted, we ask for a two week advance notice. If you have an **unexpected need for care**, we require a **minimum of 48 hours notice**. We will try to accommodate this need, but reserve the right to decline if we have met our maximum student to staff ratios. In the event of an actual emergency requiring same day care, we will evaluate that day and do our best to accommodate if at all possible. **Please note: when making a change from your submitted monthly calendar, you MUST CALL THE ELEMENTARY OFFICE to confirm that change with one of our staff members. This ensures we direct your child to the correct place at the correct time.**

## Child Pick Up

When picking up their children, parents and guardians should call our Child Care cell phone at (616) 648-3554. Our providers will then direct the parents to the correct entrance or location to meet their child. The providers will then bring the child out to the parents to be signed out. Parents must sign out their child every day before their child will be allowed to leave. A child will not be released to anyone other than the persons named on the emergency card. A written statement of parental consent must be given to the program teacher if the child is to walk home or be released to someone not listed on the emergency card.

Children must be picked up by 6:00 p.m. Parents will be given **ONE** warning about a late pick up. **After that, a late charge of \$10.00 per child will be charged for every 15 minutes beyond the 6:00p.m. pick-up time. This policy will be strictly enforced.**

### **Discipline Policy**

We believe children should be treated with patience, warmth, respect and positive reinforcement. To assist a child in developing personal responsibility, we use the following guidelines:

- \*Respect the caregivers
- \*Respect your peers
- \*Respect school property
- \*Keep your hands and feet to yourself
- \*No profanity
- \*No running
- \*Clean up your activity and snack areas

When a child needs redirection, our staff will discuss the inappropriate behaviors and use time outs as needed. This approach, along with parent communication, corrects the majority of children's inappropriate behavior. In the event these methods are not effective, the child care provider, principal and parent will meet to discuss the situation. If the child continues to exhibit disruptive or inappropriate behavior that interferes with the safety or quality of the program, he or she will no longer be able to attend the before and after school program.

### **Snacks**

We ask that students do not bring snacks from home in order to avoid any adverse reactions or health issues due to food allergies. A snack and drink will be included in the cost of the after school child care .

### **Health and Medical Concerns**

If a child has any contagious illness or has contracted serious illnesses such as measles, mumps, rubella, scarlet fever, strep infections, hepatitis, chicken pox, head lice, impetigo, flu, etc. PLEASE contact us immediately. Parents of all children in the program will be notified when students have been exposed to any of these diseases. We reserve the right to restrict attendance to those who are ill, if we feel necessary.

All medications must be turned into the elementary school office along with a medication permission form. All medications must be in the original prescription

bottle and include a pharmaceutical label providing the following information: Date, Child's name, Dosage and Instructions for administering.

### **Tornado Watch/Warning**

At the issuance of a **tornado watch**, all Kent City Community Schools require children to remain in their buildings until an "all clear" is given. However, parents may choose to pick up their children anytime during the watch.

In the even a **tornado warning** is issued by the National Weather Service or local emergency facilities, children will take shelter in the appropriate area within the building. Parents may choose to pick up their children during a warning.

### **Nondiscrimination Statement**

KENT CITY COMMUNITY SCHOOLS IS AN EQUAL OPPORTUNITY EMPLOYER. It is the policy of the Kent City Community School District that no person shall, on the basis of sex, race, color, national origin, age or handicap be excluded from participation in, be denied the benefits, of be subjected to discrimination, in employment or any of its programs or activities.