

# Kids Klub Parent Handbook

**2019 – 2020**

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**Kids Klub Parent Handbook**

Each child attending Kids Klub will be treated with respect and consideration. Child Care Network recognizes that each child has individual needs and interests so Kids Klub provides a predictable, yet flexible and varied array of activities and experiences that foster child development in a familiar, safe setting.

Kids Klub is not an extension of the school day. Kids Klub is a safe, nurturing, fun place for children whose parent(s)/guardian is working, continuing their education, etc.

Child Care Network welcomes parent/guardian input and activity suggestions. Suggestions will be considered; those deemed appropriate and feasible will be implemented.

### **Kids Klub Locations**

Child Care Network, Inc. is willing to establish and provide a Kids Klub Program during the school year within any Jackson County School if a minimum of six students enroll and attend full time and the host school agrees to provide appropriate space in their facility.

Summer Kids Klub is located at one Seymour School facility. The exact location is determined by the school corporation and is announced before May 1<sup>st</sup> of each year.

### **Kids Klub Program**

Kids Klub is a school age childcare program. Child Care Network complies with applicable Indiana regulations including an appropriate adult to child ratio (minimum of one adult per fifteen children).

### **Program Activity Options**

*School Year:*

*A.M. Program:* The A.M. Program starts at 6:00 a.m. and service continues until children are dismissed to class or breakfast. Breakfast is *not* included in this program unless it is a weather delay morning OR it is not offered by the host school. Quiet time, sharing time, table games, and creative interactive activities are likely to occur during the A.M. program.

*P.M. Program:* The P.M. Program operates from the dismissal of school until 6:00 p.m. A nutritious snack is offered during the P.M. Program. Playground/gym time, games, crafts, seasonal projects, music, study time, and homework help are the norm during the P.M. program.

➤ Attendance options for school-year programs:

Full Time:	4 – 5 days per week
Part Time:	2 – 3 days per week
Daily:	1 day per week, regular weekly use (same day each week)
Drop In:	Random, Infrequent Use

*Summer:* Summer Kids Klub offers a wider variety of activities such as swimming, water games, movie week, messy art, talent shows, picnics, field trips, guest speakers, etc. Children must be 5 years of age and entering kindergarten through 12 years of age (13<sup>th</sup> birthday) to attend. Children entering kindergarten are unable to participate in field trips per bus regulations. Staff will plan activities for kindergarten students on those days. Summer Kids Klub is open on weekdays (except for a July 4<sup>th</sup> Holiday Observance) from 6:00 a.m. to 6:00 p.m. Breakfast, lunch and an afternoon snack are offered each day. The location and beginning/ending dates of Summer Kids Klub are determined by Seymour Community Schools. Child Care Network will announce the location of Summer Kids Klub and the dates of operation before May 1<sup>st</sup> of each year.

➤ Attendance options for the Summer program:

Full Time:	4 – 5 days per week
Part Time:	1 – 3 days per week

## **Service Days / Weather –Related Closings**

Kids Klub services will correspond with the host school's calendar and be available on days when school is in session at that specific school location.

If school is cancelled, Kids Klub is closed.

If school is delayed due to weather conditions, Kids Klub will open at 6 a.m. and remain open until school begins.

If school is dismissed or cancelled early, Kids Klub services must end at the same time as the school closes.

If school is cancelled after a delay has occurred, parents must pick their child(ren) up as soon as possible.

Please pay close attention to the radio or the school's website if school is delayed as the school administration may decide to close school.

## **Registration /Account Set Up Using On-Line Software**

At the beginning of each school year or the Summer Program, your child must be registered for the program they are needing to attend. Kids Klub utilizes an on-line software and it can be accessed at <https://www.ezchildtrack.com/ccn/parent> ALL PARENTS ARE REQUIRED TO CREATE AN ON-LINE ACCOUNT PRIOR TO REGISTERING YOUR CHILD!

This program allows you to register and set up online payments.

First Time Users Info:

As a new parent portal user you will receive an email in your registered email ID containing a link to your childcare program's EZChildTrack site along with a temporary password.

Here's how you can log in for the first time:

1. Check the registered email ID for login information.
2. Click the link provided in the email.
3. Log in using the temporary password provided to you.
4. Change the password to a new one of your choice.

You can easily register your child to a program and enroll them into desired activities from EZChildTrack's parent portal. Parents will receive an email once the registration is approved.

### ***Existing and New Parents: To register a child for a Program:***

1. Click on the Program's [Register] button. This button can be seen in the 'Registration' section of the Home page. In case registration has already been carried out for a child before and you wish to register a new child, then click on the Program's [Register New Child] button. This will take you directly to the 'My Children' page (instead of 'My Account' page) wherein you can register a new child.
2. Clicking on [Register] will take you to the 'My Account' page.

## **Fees-Refer to the Attached Program Fees**

### *Registration Fee*

A \$25.00 registration fee is due when a signed Kids Klub Agreement is submitted. The registration fee is the same amount regardless of a child's attendance (drop in, one day, part time, full time). One Registration Fee is charged for each school year. Note the \$25.00 registration fee is charged per family NOT per child.

### *Late Pick Up Fee*

Kids Klub closes at 6 p.m. A \$5.00 fine will be assessed for each 10-minute increment after 6:00 p.m. A child will be dismissed from Kids Klub if he/she is continually picked up late. If a child has not been picked up by 6:30 p.m. and a parent/guardian or emergency contact cannot be reached, the police will be called for assistance.

### *Late Payment Fee*

If your account is two weeks past due, your child will be unable to attend the program until the fees are paid. If your account has an outstanding balance of any amount on the last day of any month you will be charged a late fee of \$25.00.

### *Payment of Program Fees*

Kids Klub Program fees are due on the first day of each week when childcare services are offered EXCEPT for ONE "vacation" week per school year. Kids Klub accepts payment by cash, check, money order or through our on-line site <https://www.ezchildtrack.com/ccn/parent/>. Kids Klub will also accept credit cards (extra fee). Checks should be made payable to Child Care Network Inc. or Kids Klub. Please write the name of the child's school and the child's first and last name on any check you submit; the payee's phone number must also be on the check.

Financial assistance may be available for Kids Klub services. For more information about financial assistance contact a Kids Klub Site Director, the Kids Klub Program Manager.

### *Bad Checks*

Child Care Network, Inc. contracts an independent company to address "bad checks". More information is posted at each Kids Klub site about the company contracted to address "bad checks". Payment with a "bad check" will eliminate your option of paying by check, that is, payments thereafter must be made using cash or money order. A fee will be charged for all bad checks written through EZChildtrack.

### *Hoosier Works Cards*

Kids Klub meets Indiana childcare regulations thus Child Care Network can claim fees if a child's attendance is recorded via the Hoosier Works Card. Parents who receive CCDF (Child Care Development Fund) assistance (Vouchers) **MUST** swipe their Hoosier Works Card to record their child's attendance. The Hoosier Works Card should be swiped in and out on the Point Of Service (POS) machine EACH AND EVERY DAY a child attends Kids Klub. Should a Hoosier Works cardholder be at a site only once each day, the cardholder must be responsible for any and all previous check-in and check- out swiping.

**KIDS KLUB STAFF CANNOT HAVE ACCESS TO A HOOSIER WORKS CARD. AN AUTHORIZED CARDHOLDER MUST COME TO THE KIDS KLUB SITE AND SWIPE THEIR HOOSIER WORKS CARD.**

Hoosier Works Card swiping must occur per State guidelines for Kids Klub to receive the fees that are due.

If a Hoosier Works Card is denied once, the Hoosier Works Cardholder will be notified verbally and reminded of the required swiping procedure needed to process the payment due.

If the parent fails to swipe the card or keep the card current with CCDF, the parent will be responsible for the unpaid fees. At this point, all cash paying rules will apply. All co-pay amounts will also follow all cash paying rules.

## **Kids Klub Registration Changes**

If your childcare needs change and a different Kids Klub Program or attendance option is more suitable, the Kids Klub office must be notified and the "change of contract" notice must be completed a week prior to the change in service. The office staff will make the necessary to the online registration. Changes will only be made once the current week is complete. New contracts will start on the following Monday.

If you no longer need Kids Klub services **WRITTEN NOTICE** MUST be submitted to the Kids Klub Site Director. If the written notice is not delivered to the Site Director in person, please contact the Kids Klub Program Manager to verify the termination of your Kids Klub Agreement was received and recorded.

Reminder: the most recent, registered Kids Klub Agreement determines the amount you owe each week. Written notification must be submitted and recorded in order to change/dismiss a weekly fee.

## **Kids Klub Attendance / Trial Period**

A child can attend Kids Klub if a parent/guardian has reviewed-signed-submitted the following Kids Klub documents: **Completed online registration, Immunization Records, Release and Acknowledgement Form, and, (if applicable) CCDF Provider Form. The Registration Fee (\$25) must also be paid prior to a child's attendance.**

If a child has not previously attended Kids Klub (or during the preceding 180 days), his/her first days at Kids Klub are considered the Trial Period. After a Trial Period, the Kids Klub Site Director and parent/guardian will converse to confirm the child's needs are being met. If a child is withdrawn from Kids Klub within five days of his/her first day at Kids Klub, the Registration Fee will be refunded (if all program fees are paid in full).

## **Parent/Guardian and Staff Communication**

Open communication between parents/guardians and staff is essential. Parents/guardians and staff have an opportunity to communicate during drop off and/or pick up; please take this opportunity to become familiar with each other and to share pertinent information about each child. When signing a child in/out, check for notes and new information.

Time for individual, confidential conversations can be scheduled. If a problem arises, it should be brought to the immediate attention of the Kids Klub Site Director. If the problem cannot be resolved it may be referred to the Kids Klub Program Manager. If a problem is not resolved by the Kids Klub Program Manager, it may be referred to the Child Care Network, Inc. Executive Director and/or to the Board of Directors.

## **Drop-Off and Pick-Up**

Children **MUST** be accompanied by a parent or adult to the designated Kids Klub location in the morning. No child should be dropped off at the school's parking lot or curb and be sent unattended to Kids Klub.

Children **MUST** be signed in upon arriving at Kids Klub.

A parent or authorized adult **MUST** come to the Kids Klub area to pick up a child. Kids Klub does not send a child to meet someone on school property or to a car parked at the curb. Children will only be released to the individuals listed on the child's registration form. A picture ID will be required for any person that the Kids Klub staff does not recognize or know. If an adult is unable to produce a picture ID, he/she must be able to say and spell the Safeword listed on the child's Registration Form prior he/she is given custody of the child.

Children **MUST** be signed out prior to leaving Kids Klub.

## **Nutrition**

All snacks served at Kids Klub will meet State nutrition requirements. If breakfast is offered by the school, parents are responsible for the cost (pay the school). If the school does not serve breakfast, Kids Klub provides breakfast for no additional fee.

## **Safety /Accidents**

For the safety of all children, regular fire and tornado drills are conducted.

If a child experiences an injury while at Kids Klub, a Kids Klub staff member will tend to the child and thereafter contact the parent/guardian or emergency contact to share details (i.e. how the injury occurred, type of injury, type of first aid administered). On the day of the injury a site staff member will record basic facts on an Accident Form. A copy of the Accident Form will be submitted within two days of the occurrence to the Kids Klub Program Manager for review

Child Care Network, Inc. is not responsible for a child's medical expense, injury or loss.

## **Illness/Medication**

If a child appears to be ill, complains of illness, appears to or has a fever, parents will be contacted by a staff member and be expected to pick the child up. Any child with a fever or possible contagious condition will be isolated in a supervised area until a parent arrives. If at all possible, please give all medication to a child(ren) at home. If medication must be given during Kids Klub hours, the medication must be in the original container, prescribed by a physician and accompanied by a note from a parent. A Kids Klub Authorization Form (provided by Kids Klub) must be completed and on file before a medication can be dispensed.

## **Head Lice**

In order for your child to attend Kids Klub, he/she should be free of live bugs. Infected children's parents will be contacted. A note from the school nurse, your physician or the Health Department may be necessary upon returning.

## **Personal Belongings**

Personal belongings are the responsibility of the children. Each child will be given a designated area for their belongings. A lost and found area will be maintained. Please label coats, hats, bags, etc. to prevent confusion. Because of possible mix-ups, losses or damage, we ask that you please do not allow your child to bring toys or other personal belongings to Kids Klub unless approved by the Site Director.

## **General Information**

Child Care Network, Inc. advocates an open door policy. A parent is always welcome to observe their child's Kids Klub program (unless the parent poses a threat or causes dismay for any child or staff member).

Photographs and publicity of the children may occur throughout the year. Your permission is granted with your signature on the Agreement Form. Contact a Kids Klub Site Director if you have questions or concerns.

Child Care Network, Inc. works closely with each school corporation and each host school's principal. Although the Kids Klub Program has its own policies and guidelines, school corporation policies and host school rules (refer to the school handbook) must also be followed.

The administration offices of Child Care Network, Inc. are located in Suite 305 of the Community Agency Building located at 113 North Chestnut Street, Seymour, IN 47274.

Child Care Network, Inc.'s (and Kids Klub) mailing address is: P.O. Box 346, Seymour, IN 47274

If you have any questions or concerns about Kids Klub, please feel free to contact the Kids Klub Program Manager at 812-569-4411.

Child Care Network, Inc.'s website is: [www.childcarenetworkinc.org](http://www.childcarenetworkinc.org)

All information contained in this handbook is subject to change by the Child Care Network, Inc. Board of Directors. Changes will be disseminated in a timely manner to program participants.

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

## ACKNOWLEDGEMENT STATEMENT POLICIES

### Immunization Records Policy

The State of Indiana requires Kids Klub to maintain on file: Current Immunization Records from your health care provider. These records must be submitted ANNUALLY!! Your child will NOT be able to attend Kids Klub unless this current Immunization records are on file in our office within the first week of attendance. A fee and/or dismissal may apply if records are not submitted.

### Late Payment Policy:

Payment is billed and due on the first day of each week. A payment will be considered late if paid on the last day of the week. An account will be considered **delinquent** when the balance due is \$100 after the payment due date (1<sup>st</sup> day of the next week).

An account will be **Suspended** if the outstanding balance is NOT PAID by the 2<sup>nd</sup> of the month. A suspended account will have the Registration and Information sections removed from your parent portal within the EZ Child Track Software and attendance will be blocked for your child(ren). A payment must be made to this account for it to be considered ACTIVE and for your child to attend Kids Klub.

If a parent has not made a payment in the last 2 weeks (regardless of balance) parents will be contacted on Monday by phone and correspondence and informed that payment must be received by Thursday. If payment is not received by Friday, your child will not be allowed to attend the program the following week. The Principal and Teacher will be notified and you will be responsible for making other care and transportation arrangements.

### Discipline Policy:

The physical and emotional well-being of all children attending Kids Klub is of utmost importance. If a child exhibits non-hurtful, undesirable behavior, staff will respond initially by re-directing the child.

However, if a child's behavior is hurtful (i.e. intentional hitting, pinching, punching, kicking, spitting) or disruptive (i.e. back-talking, yelling, cursing, uncooperative, feuding) Kids Klub staff must intervene to assure the safety of all children. If a child's behavior is hurtful or disruptive, a Kids Klub staff member will discuss the issue or incident with the child and parent privately. If the situation can be resolved, the child may remain enrolled. A child will be dismissed from Kids Klub if there are extreme behavior problems; repeated, bad behavior; or ongoing, unresolved issues.

In response to all misbehaviors, Kids Klub staff will:

- Respect the child
- Verbalize rules and clear choices
- Use positive language to explain desired behavior
- Speak calmly

- Speak directly to the child at the child's eye level
- ⊖ If necessary, move the child to a time-out location within staff's eye site

In response to all misbehaviors Kids Klub staff will NOT:

- Threaten a child
- Bribe a child
- Use physical punishment even if requested/suggested by a parent/guardian
- Deprive a child of food or a basic need

If the behavior of a child or parent causes safety concerns, childcare services will be denied.



\*\*\*\*\***MUST BE SIGNED AND RETURNED TO SITE DIRECTOR**\*\*\*\*\*

**RELEASE AND INDEMNIFYING AGREEMENT**

I, the parent or guardian of:

_____	_____
_____	_____
_____	_____

Child(ren)'s First Name

Child(ren)'s Last Name

Hereby consent that my minor child(ren) named above has/have permission and my approval to participate with all play and activities offered through Child Care Network's Kids Klub and/or Preschool programs.

I, the undersigned as the parent or guardian of the above named child(ren), do hereby waive any claim that I may have or any claim my child may have and do release Child Care Network from all liability arising thereby or connected there within.

I, the undersigned, further agree to hold Child Care Network harmless for action, claim or demand that may be made by me, the said child, or anyone acting on behalf of my child, arising out of said child's attendance and participation or any injuries arising thereby or connected there within, and agree to indemnify for such loss arising out of any claim or demand.

**ACKNOWLEDGEMENT STATEMENT OF PARENT HANDBOOK**

I acknowledge receipt of the Parent Handbook applicable for the current school year.

I understand the content of the Parent Handbook, including the **Discipline Policy** and **Late Payment Policy and Immunization Record Policy**.

Parent/Guardian \_\_\_\_\_

Date: \_\_\_\_\_