



## **Kid~Space Aftercare**

### **Policies & Procedures 2009/2010**

Our Aftercare Program provides a healthy and challenging environment for school-age children ages 4 – 13.

Our activities center around age appropriate sports programs as well as arts and crafts. We also promote free playtime to allow children to develop needed teamwork skills and social development.

#### **Operating hours:**

6:30 am -6:30pm (Monday through Friday)

#### **Program Activities**

Martial Arts (Karate, Jiu Jitsu)

Dance, Art, & Drama

Lego Lab, K'nex, Toys, Board Games, Computers

Field Trips & Special guests on camp days

Games in our in-door play area

#### **Qualified staff**

-Background checks

-CPR and First Aid certified

-Safe driving records

#### **Non Refundable Registration Fee: \$40**

A Karate uniform will be provided to those students paying a registration fee.

When enrolling please be aware: registration and first week's tuition are used to secure your spot. They are both considered non refundable

### **Lunch on Camp days:**

Students may either bring their own lunch or purchase a hot lunch.

For those packing lunch please be aware that we are not able to refrigerate or heat student lunches. Sorry! The menu will vary from week to week but will consist of delicious, healthy choices. The cost of hot lunch is \$4 daily.

**Policy on late pick up:** We understand that traffic and other outside factors may cause you to be late on an occasion. We will work with you as much as possible, but please understand that we have schedules to keep. Repeated tardiness for whatever reason will not be tolerated. If lateness becomes a problem you will be notified in writing, and any further tardiness will result in removal from the program.

### **Late Pick-Up Fees**

- Parents arriving after 6:35 but before 6:45 \$10 late fee

-6:45 – 7pm \$20 late fee

Late Pick-Up fees **will** be enforced without exception. Payments must be made at pick-up that day by cash or check and a receipt must be given to the adult doing the pick-up. If payment cannot be made at the time of pick-up, the fee will be added to the next week's tuition.

### **Illness**

Our goal is to maintain a safe and healthy environment for all students. Children must be healthy and free of all communicable diseases to attend after care. Please do not send your child if they have had a fever, diarrhea, or vomiting in the last 24 hours. If your child becomes ill while attending after care, you will be called for pick up. Calls will be made at the discretion of the director. Exposure to communicable diseases and infectious illness should be promptly reported so that the center may be alerted to early symptoms. By the same token, the center will notify parents when a child has been exposed to an infectious disease.

### **Medication Policy**

For liability reasons, Kid Space staff cannot administer any form of medication whether prescribed by a physician or dentist or over-the-counter.

### **Accident or Injury**

While we take precaution to prevent childhood accidents and injuries, it is a normal part of a child's growth as they develop and test their motor skills. If a child is injured during the day and medical attention is required, the parent will be notified immediately to come pick up the child. If the situation is an emergency, we will follow center procedures and notify parent or guardian immediately. An accident report from the teacher will be written and signed by all parties involved. It is vital for parents to keep emergency information up to date. All information cards must be updated every calendar quarter. It is the responsibility of the parents to notify Kid-Space of any changes in contact information.

## **First Aid Kits**

First Aid kits will be easily accessible by staff members in different parts of the facility. We require all staff members to attend a weekend First Aid and CPR course. A CPR/First Aid certified staff member will be on property at all times during the hours of our after-school program.

## **Release to persons other than Guardians**

In order to ensure that only the appropriate persons are picking up our students from after care, only the individuals designated on your information card will be allowed to pick up your child from our program. All changes and additions must be made in writing. No one under the age of sixteen may pick up a child. All information about a child will remain confidential and should only be used for the care and safety of the child. *You will be asked to update your student's information cards every three months to ensure the current information is included.*

## **Policy For Account Payments and Collection**

We currently accept, cash & checks, as well as debit cards.

1. All tuition payments should be made on or before Friday to pay for tuitions due the upcoming week.
2. **If payment is not received by 6:30 PM on the following Monday, tuition due will be charged to the credit card held on file with a \$20.00 late fee.**
3. A \$25.00 charge will be added to your account for a returned check. After having a check returned due to insufficient funds, you may be required to remit all following payments with cash or money order.
4. All cash payments **MUST** be given to the site director or office manager and a receipt will be given to you.
5. No postdated checks will be accepted.
6. If a pattern of late payment persists, the director will schedule a meeting to discuss the continuation or our services.

## **Enrollment & Tuition**

Enrollment for after school care is broken up into two sessions.

Session 1: August 24<sup>th</sup>, 2009 – December 18<sup>th</sup>, 2009

Session 2: January 4<sup>th</sup>, 2010 – June 11<sup>th</sup>, 2010

Winter Camp is available on December 21<sup>st</sup>- 24<sup>th</sup> & December 28<sup>th</sup> – 31<sup>st</sup>

Camp pricing is \$30 a day, by the day or \$110 per 4 day week. Please be sure to sign up early for Winter Camp, spots fill quickly.

Students with continued enrollment will not be charged a registration fee through out the school year.

## **Tuition is due for each week of each session regardless of attendance.**

Because enrollment affects many factors including budget and staffing, tuition can not be prorated by the day. No credits will be given for absences.

The weekly tuition rate is set by the session with the amount broken down incrementally and paid weekly. Full weekly tuition is still due during partial weeks due to holiday closures.

## **Vacation Week**

Each student will receive 1 week of vacation each calendar school year, which may be applied to any 1 week. This is not 5 days to be applied separately however; a vacation week must be applied to an entire 5 day week. If your child is not attending April vacation week ( April 5<sup>th</sup>-9<sup>th</sup>) you may use your vacation week. Vacation requests must be submitted in writing 14 days prior to use.

## **Camp Days**

Camp days are days the schools are closed for teacher work days or minor holidays when most others still have to work. Kid~Space will be operate camp on those days. Regular weekly tuition will be due and an additional \$10 per camp day attended will be collected.

Early release days are included in regular tuition.

**Kid~Space will be closed on the following major holidays;**

**Labor Day, Thanksgiving, Christmas, New Year's Day, and Memorial Day.**

## **Sibling Discount**

A family discount is offered to families with more than one child attending the center. First child pays regular tuition. You will receive a 10% discount on any siblings attending.

## **Withdrawal**

A fourteen-day written notice is required to drop your child from enrollment. This enables the center to prepare your child and his/her friends for the transition and to fill the resulting vacancy. When withdrawing from the center, tuition is due during the two-week notice period. This policy also applies to before care students. We understand that needs may change during the school year, in order to maximize space available on our vans we must receive the same notice for students intending to drop before care even if they intend to continue on with aftercare at Kid~Space.

## **Waiting List**

Kid Space maintains a waiting list established on a first-come, first-serve basis. When space becomes available, the center will contact families on the waiting first.

## **Field Trips**

**Students are required to wear a Kid~Space T-shirt while on field trips.** In order for your child to participate in camp day field trips, a field trip waiver must be signed and kept on file. Times listed for field trips are actual times we will be at the planned location. These times do NOT include travel time to and from the activity. On most occasions we will be leaving Kid~Space 30 minutes prior to the time listed, and arriving back within 30 minutes of the end time. Please check with the director for information on specific trips.

## **Van Safety: Conduct and Behavior**

Children must wear safety belts at all times while in the vehicle. Any misconduct on the van will lead to loss of activity time.

## **Discipline Policy**

We use positive guidance techniques such as modeling and encouraging expected behavior, redirection and setting clear limits. "Time Out" is used when necessary. Pushing, fighting and biting will not be tolerated and if such occurrences transpires the staff will place the child(s) in "Time Out" and the each child will be spoken to one on one. Privileges will be taken away from children who do not cooperate and abide by the program's safety rules.

To ease the uncertainty that sometimes occurs when both parent and teacher are present and a child is acting up, the center will discipline your child in your presence.

## **Karate Uniforms**

Students are expected to participate in all Kid~Space activities unless parents notify us ahead of time. Karate is an important part of our curriculum. In teaching students responsibility, we ask that they bring their karate uniforms to class on Monday, Wednesday, and Friday or every week. These are Karate days. PLEASE WRITE YOUR CHILD'S NAME IN BOTH THE TOP AND BOTTOM OF THEIR UNIFORM.

## **Enrollment/ Termination Policy**

All children are accepted into the center on a trial basis for a period of one month, with a provision for termination from the program with 2 weeks written notice. We do not believe a child should remain at the center unless he/she derives some benefit from the program. After the trial period, the center reserves the right to dismiss a child from the center for the following reasons:

-Consistent disruptive behavior by a child, causing excessive classroom management problems for the staff and/or any special developmental needs, which the staff cannot adequately meet.

-Lack of cooperation from the parents to support the following guidelines:

- Habitual late pick-up of a child, or continued use of the center beyond normal scheduled hours.

- Out of date emergency/ contact forms

- Verbal, physical or psychological abuse of staff, parents, children or anyone connected with the center by an adult associated with the child or the child itself.

- Continued delinquency of payment.

**Check In/ Check Out**

Parents or registered guardians will need to sign students in and out at the front desk.

**Tax Reporting Information**

Our tax ID number will be available on our website from January-April.

**Miscellaneous**

Be sure to check out our website for information on closures due to Natural Disasters, Holidays, etc.

**Parent's Night out!**

6:00 – 11 pm Saturday nights (check calendar for dates)

\$15 per enrolled child (\$25 for un enrolled students) \$5 sibling discount

Dinner, Activities & snacks will be provided. Dates and specific activities will be posted on our website and in our newsletter. Activities include, Karate, Movie night, Dance, Video game challenge, Lego Mania, & more.

Policies and Procedures are at the director's discretion and are subject to change.

**A word of advice:**

**WRITE YOUR CHILD'S NAME ON EVERYTHING THEY BRING TO Kid~Space!**

NO matter how big or small the item, you'll be glad you did!! 😊