



Kings Club Extended Day Program

Parent Handbook

Mission Statement

In accordance with the mission of Christ the King School of the Diocese of Fort Wayne/South Bend, this program intends to be a vibrant Christian community where children are encouraged and supported to reach their full potential spiritually, intellectually, socially, and physically in a safe and welcoming environment.

General Description

Kings Club will be open from 3:00 – 6:00 p.m. each school day. It serves working families of the school who desire after school care in a Christian environment. The program provides care for children in kindergarten through eighth grade.

The Kings Club Program provides activities geared to the age levels and developmental needs of the children served. The program includes supervised playtime, indoor board games, movies, art activities, and a supervised study period. Though time is available for the students to do their homework, the caregivers are not responsible to see that all individual homework assignments are completed.

Registration

Registrations are accepted at any time during the school year in the school office. Applicants will be given a packet of information that explains the program as well as emergency information forms and a parent handbook. All forms must be completed and returned along with a \$20 non-refundable registration fee per child. A payment for the first two weeks of care is due on the day that your child begins the program.

Fees

Kings Club is a self-supporting program funded by parental fees for service. Kings Club is sponsored by Christ the King School and is administered through the school office. Fees are set on an annual school year basis. This program is designed for the working family that needs after school care for their children. The program is **not** designed to be used as a drop-in, day care facility. The fee schedule reflects this purpose. Fees are paid monthly based on days contracted by parent. The following is a summary – see parent handbook for complete explanation of fees.

5 days a week - \$156.00/ month payable for 10 months (approx. \$7.80/day)

4 days a week - \$131.00/month payable for 10 months (approx. \$8.19/day)

3 days a week - \$103.50/ month payable for 10 months (approx. \$8.63/day)

2 days a week - \$70.00/ month payable for 10 months (approx. \$8.75/day)

Drop-in (24 hr notice) @ \$10/day

Welcome to the Christ the King School Kings Club Extended Day Program. Kings Club provides after school care for children in kindergarten through eighth grade. This Parent Handbook is part of the enrollment agreement between Kings Club and the parents or guardians of the child(ren) enrolled in the program.

In accordance with the mission of Christ the King School of the Diocese of Fort Wayne/South Bend, this program intends to be a vibrant Christian community where children are encouraged and supported to reach their full potential spiritually, intellectually, socially, and physically in a safe and welcoming environment. The program offers a variety of activities for children including recreation and games, arts and crafts, reading, quiet time for homework and free time for children to pursue their own interests in a safe, friendly Christian environment.

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Section 1 – Parent Expectations

Parents may expect that:

- Their child(ren) is/are cared for in a safe, Christian environment.
- They will be able to communicate on a regular basis with the Kings Club coordinator.
- They will be told about any misbehavior or other problems related to their child.
- The will be contacted promptly if their child fails to arrive at Kings Club as indicated by enrollment information.
- They will receive regular communications about Kings Club activities.

Section 2 – Kings Club expectations of parents

Kings Club expects parents to:

- Pay fees on time in accordance with schedule.
- Keep the child's records up-to-date.
- Keep track of expenses for tax purposes.
- Pick up child(ren) on time.
- Follow health and safety policies.
- Contact the Kings Club coordinator in advance if their child will not be attending.
- Cooperate with the Kings Club coordinator to improve child's behavior if necessary.
- Sign their child out each day.

Section 3 – Children's expectations

Children may expect to:

- Have a safe, Christian environment.
- Share program equipment, materials and facilities on an equal basis.
- Be treated with respect.
- Receive discipline that is fair and non-punitive.
- Receive nurturing care from staff members who are actively involved in their activities.

Section 4 – Kings Club expectations of children

Kings Club expects children to:

- Be responsible for their actions.
- Adhere to the discipline skills that guide them during the school day and at Kings Club.
- Remain with the group and child care staff at all times.
- Take care of equipment and materials and assist with putting things away.

Section 5 – Fees and Payment Policy

Kings Club is a self-supporting program funded by parental fees for service. Kings Club is sponsored by Christ the King School and is administered through the school office. Fees are set on an annual school year basis. This program is designed for the working family that needs after school care for their children. The program is **not** a drop-in, day care facility. The fee schedule reflects this purpose. **Payments are due to the school office by the 1st of the month, September through May.**

Parents must plan for their children to be in the program through a registration process. **There is a non-refundable \$20.00 per child registration fee at the time forms are completed.** No child will be accepted into the program without completed registration forms and registration fee paid.

***Payment Schedule**

Kings Club will be closed the days prior to Thanksgiving, Christmas, Good Friday, and summer vacation. Parents enter into a contract with the school according to how many normal school days per week they will need the program services. The following is a **per child** fee schedule. Additional children from the same family will save 10% on the per child fee.

- 5 days per week program schedule = **\$156.00 per month payment for 10 months.**
(Approximately \$7.80 per day)
- 4 days per week program schedule = **\$131.00 per month payment for 10 months.**
(Approximately \$8.19 per day)
- 3 days per week program schedule = **\$103.50 per month payment for 10 months.**
(Approximately \$8.63 per day)
- 2 days per week program schedule = **\$70.00 per month payment for 10 months.**
(Approximately \$8.75 per day)
- 1-day Drop-ins, 3-6 p.m. (w/24-hour notice) = **\$10.00 per day**, payable when the child is pre-registered.

Note: for drop-ins, parents must have their children pre-registered and then give the director a 24-hour notice. This is mandatory for safety reasons. The director must secure enough assistants to cover the number of children in the program on any given day.

If a child is enrolled in the program and extra days during any given week are necessary for a parent's schedule, the extra days will be at the Drop-in charge of \$10.00 per day, payable when the child is picked up.

Childcare services will be suspended immediately if fees are past due more than five school days. Fees must be paid in full before the child is reinstated. Insufficient fund checks are considered nonpayment of fees. Childcare services will be suspended if fees are not paid within five school days. Fees must be paid in full before the child is reinstated. A \$20 fee will be assessed to the parent for insufficient fund checks.

All enrollment forms need to be completed and returned to the school office before the child can attend Kings Club.

Section 6 – Internal Revenue Service

Parents are responsible for keeping track of childcare expenses for tax purposes. A receipt will be issued for every payment for the parent/guardian records. Kings Club does not provide individual statements of expenses for parents. A form for recording payments is provided to assist you with record keeping. The taxpayer ID number is 35-0886831.

Section 7 – Registration and Enrollment

Parents must complete a registration form and submit it with a \$20 annual, non-refundable registration fee for each child enrolled. To be eligible to enroll in the program, a child must be in grades K-8 and attend Christ the King School. A child may be enrolled in the program at any time throughout the school year. Parents wishing to withdraw their child from the program should provide written notice to the Kings Club coordinator two weeks in advance.

Registrations are accepted at any time during the school year in the school office. Applicants will be given a packet of information that explains the program as well as emergency information forms and a parent handbook. All forms must be completed and returned along with a \$20 non-refundable registration fee per child. A payment for the first two weeks of care is due on the day that your child begins the program.

Early registration is encouraged for all students who are planning to participate in the program in the coming school year. Late in the spring, parents are asked to pre-register their child for the coming year by the end of the school year. This will allow the Kings Club administration to hire staff, order materials and prepare the site for the new school year.

Section 8 – Enrollment Forms

Parents must complete all of the following enrollment forms before a child can attend Kings Club:

- *Enrollment agreement form*
- *General Information*
- *Release Parent Emergency Medical Consent*
- *Departure Procedure Form*
- *Medication Authorization Form*

Parents should notify the Kings Club coordinator if any information contained in the enrollment forms needs to be updated such as emergency phone numbers.

Section 9 – Hours of Operation

The program commences at the end of school and operates until 6:00 p.m. Parents must pick their children up on or before 6:00 p.m. or face an overtime fee of \$1 per minute. For safety, parents must sign their children out daily.

Childcare service may be suspended for one week if more than three overtime charges occur. The Kings Club coordinator will determine if suspension is warranted.

Section 10 – Absences

If your child will be absent from Kings Club because of a scheduled appointment, vacation or other planned absence, please notify the Kings Club coordinator, in writing, in advance.

In case of illness, when you call the school to report the absence or when you pick up your child from school, please notify the Kings Club coordinator by leaving a message on their voice mail. Without prior notice, an absence may be mistaken for a missing child. If a child does not arrive at

the program as scheduled, the coordinator will contact the parents. If a parent cannot be reached, the coordinator will contact an emergency contact person.

The program is a service for the working parents and it is the entire program that the fee schedule is set to cover. Payments are not based on attendance; therefore, there will be **no refund** for days missed or emergency notice of school closings. This program will coincide with the school calendar.

Section 11 – Release of Children

Parents should not take children from the premises without notifying the staff and signing out the child. Children will only be released to parents or persons identified on the registration form. A picture ID will be requested of those other than the parents. There will be no exceptions to this rule.

In the event of an emergency, parents will be contacted. The staff has been instructed to follow the same procedures that are used during normal school hours in the event of a fire or tornado warning.

Children must arrive and depart from the program according to the schedule submitted by parents on the Departure Procedures form. Students must be signed out with the director of the program or her designee every day by 6:00 P.M. A substantial fee of \$1.00 per minute/per child will be assessed for late pick-ups.

Children will not be allowed to leave with any person other than their parent or guardian unless permission has been submitted to the coordinator in writing. All children must be signed out by the person picking them up before they are released. If special departure instructions are necessary, the parent needs to fill out an Exception to Departure Procedures form and submit it in advance.

Section 12 – Scheduled and Unscheduled School Cancellations, Delays, and Closings

Unscheduled School Cancellation

Kings Club is closed on days when school is cancelled due to weather, flooding, heating failure, lack of power or any other reason deemed necessary by administration.

Scheduled Early Dismissal:

Kings Club will be open on early dismissal days. Students that regularly attend that day will incur additional charges. Those students who are not scheduled for that day must plan for childcare through the school office in advance.

Section 13 – Distribution of Medications

When Kings Club is responsible for administering a prescription or over-the-counter medication to a child, parents must provide a completed, signed Medication Authorization form. The medication must be provided in its original container, or a container accompanied by the doctor's instructions. If medication will be kept at Kings Club for the treatment of a chronic condition, no more than one month's supply should be provided at any time.

Section 14 – Health and Safety

Any child with a known medical condition such as asthma, diabetes, seizure disorder or other chronic health problem cannot be enrolled without written emergency instructions from the parent in case an

emergency situation should arise at King's Club. An up-to-date Medication Authorization form must be on file.

If a child becomes ill during Kings Club, or exhibits the signs of a contagious disease such as fever of 100 degrees or over, vomiting, diarrhea, or other serious symptoms, the parent will be notified to pick the child up immediately.

In case of an accident, parents will be called immediately and appropriate first aid treatment will be administered to the child. In case of serious injury or accident, emergency personnel will transport the child to the nearest local hospital and parents will be notified immediately.

Section 15 – Communications

Communication is important to the successful operation of Kings Club. The Kings Club coordinator has voice mail as well as a cell phone. Parents may call and leave voice mail messages at any time, and the coordinator will return calls on a timely basis. During Kings Club hours of operation, the coordinator carries a cell phone that can be called to communicate directly with the coordinator in case of emergency.

Section 16 – Snacks/Lunches

Due to the possibility of allergic reactions, Kings Club will not provide any food for the children. Instead, parents are asked to send snacks and drinks with their children on a daily basis.

Section 17 – Children's Personal Belongings

Personal property belonging to Kings Club children such as coats, and school bags, must be cleared from the childcare room after each session of the program. Kings Club staff will place all personal property remaining after a session in the school's lost and found. Kings Club staff is not responsible for the personal property of the children.

Children are not allowed to bring money, toys, cell phones or other such items to Kings Club unless the coordinator has granted special permission.

Section 18 – Discipline

The goal of discipline is to maintain a safe, pleasant environment for children and staff and to encourage children to become happy, cooperative participants in the program. Effective discipline should show respect to others and your school, contribute to the learning environment, and follow classroom procedures. The use of verbal or physical abuse is strictly forbidden. Positive reinforcement will be used to encourage good behavior.

Section 19 – Discharge

Chronically disruptive behavior is defined as verbal or physical activity, which may include, but is not limited to, behavior that requires constant attention from the staff, inflicts physical or emotional harm on other children or the staff, or ongoing disregard for Kings Club rules. Children are expected to use their Discipline with Purpose Skills while at Kings Club. In most cases, disruptive behavior will be dealt with in the following manner:

A staff member will talk with the child and the child will receive a time-out to cool off and think about his or her actions.

If a second time-out is necessary in a single day, the coordinator will fill out a notice that will be given to the parent or guardian to read and sign. The notice will be returned to Kings Club and filed with the child's enrollment information.

If a child receives three written behavior-related notices, the child will be suspended effective at the end of the day of the third report. During the first week of suspension, the coordinator and school principal will meet with the parent(s) in order to determine conditions for reinstatement. Parents are responsible for all fees.

If, after a child is reinstated, he or she receives a fourth behavior notice, the coordinator may suspend the child immediately including, if necessary, calling a parent to come and get the child.

The coordinator may recommend to the school principal the discharge of the student without the right of reinstatement for the remainder of the school year.