

# Kings Club Extended Day Program

## **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 7am – 7:30am and 3:00 - 6:00 p.m. each full school day and from 7am – 7:30am and 2:00 - 6:00 p.m. on scheduled early dismissal days. It serves working families of the school who desire after school care in a Christian environment.

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.

## **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. The **annual cost for the school year (August –June) is paid in 9 equal monthly installments** based on days contracted by parent. Drop-in fees are billed monthly based on the student(s) attendance the previous month. The following is a summary – see parent handbook for complete explanation of fees.

Morning Program

5 days a week - \$60.00/month payable for 9 months (September – May)  
4 days a week - \$48.00/month payable for 9 months (September – May)  
3 days a week - \$36.00/month payable for 9 months (September – May)  
2 days a week - \$24.00/month payable for 9 months (September – May)  
Drop-in rate - \$11.00/day (September – June)

Afternoon Program

5 days a week - \$172.00/month payable for 9 months (September – May)  
4 days a week - \$144.00/month payable for 9 months (September – May)  
3 days a week - \$114.00/month payable for 9 months (September – May)  
2 days a week - \$77.00/month payable for 9 months (September – May)  
Drop-in rate - \$11.00/day (September – June)

# **Kings Club**

## **Extended Day Program**

### ***Parent Handbook***

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.

#### **Table of Contents**

- Section 1 – Parent Expectations
- Section 2 – Kings Club expectations of parents
- Section 3 – Children’s expectations
- Section 4 – Kings Club expectations of children
- Section 5 – Fees and Payment Policy
- Section 6 – Internal Revenue Service
- Section 7 – Registration and Enrollment
- Section 8 – Enrollment Forms
- Section 9 – Hours of Operation
- Section 10–Absences
- Section 11- Release of Children
- Section 12- Scheduled and Unscheduled School Cancellations, Delays and Closings
- Section 13- Distribution of Medications
- Section 14 – Health and Safety
- Section 15- Communications
- Section 16 – Snacks and Lunches
- Section 17 – Children’s Personal Property
- Section 18 – Discipline
- Section 19 – Discharge

## **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.

They 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 with Purpose 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. **Monthly payments are due by the 15<sup>th</sup> of the month, September through May. Drop-in fees are billed monthly based on the student(s) attendance the previous month and are due by the 20<sup>th</sup> of the month, September through June.**

Parents must make arrangements 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 registration forms are completed. No child will be accepted into the program without completed registration forms and registration fee paid.**

### **Payment Schedule**

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 for regular school days.

#### **Morning Program**

**5 days per week program schedule = \$60.00 per month payment for 9 months – September through May (\$15 each additional child)**

**4 days per week program schedule = \$48.00 per month payment for 9 months – September through May (\$12 each additional child)**

**3 days per week program schedule = \$36.00 per month payment for 9 months – September through May (\$9 each additional child)**

**2 days per week program schedule = \$24.00 per month payment for 9 months – September through May (\$6 each additional child)**

**1 day Drop-ins (w/24 hour notice) = \$11.00 per day. Any child dropped off before 7:30am will be charged a drop-in fee. To avoid consecutive drop-in fees, we strongly encourage families to sign up for a monthly rate.**

### Afternoon Program

Additional children from the same family will save 10% on the per child fee.

**5 days per week program schedule = \$172.00 per month payment for 9 months – September through May**

**4 days per week program schedule = \$144.00 per month payment for 9 months – September through May**

**3 days per week program schedule = \$114.00 per month payment for 9 months – September through May**

**2 days per week program schedule = \$77.00 per month payment for 9 months – September through May**

**1 day Drop-ins (w/24 hour notice) = \$11.00 per day.** 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.

**Note: If a child is enrolled in a monthly 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 \$11.00 per day.**

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 \$10 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. Additional childcare for half-days must be arranged through the school office.

### **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 I.D. 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 Pre-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.

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 (if needed)*

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**

*Regular School Days:*

The morning program begins at 7:00 a.m. and will end at 7:30 a.m. Any child that is dropped outside of the school during this time will be charged according to the fee structure.

The afternoon 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 \$1.00 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.

#### *Early Dismissal Days:*

The program commences at the end of school at 2:00 p.m. until 6:00 p.m. Students who do not normally attend Kings Club must be pre-registered if they wish to attend on early dismissal days. Registration is done through the school office.

### **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 missed days 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/Early Dismissal*

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 scheduled early dismissal days. Students that regularly attend that day will not incur additional charges. Students who do not normally attend Kings Club must be pre-registered if they wish to attend on early dismissal days. Registration is done through the school office.

## **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. Parents are also asked to send lunch in with their children on the half-days.

### **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 box. Kings Club staff is not responsible for the personal property of the children.

Children are not allowed to bring money, toys, video games 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
- Follow classroom procedures

Staff members will use Discipline With Purpose techniques for guiding children. 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.

**Christ the King School**  
**Kings Club**  
*Enrollment Agreement*

1. I understand that I am enrolling my child \_\_\_\_\_ for the 2021-2022 school year. He/She will start Kings Club on \_\_\_\_\_.

(Circle Days attending)

Monday      Tuesday      Wednesday      Thursday      Friday

Daily Pick-up Time: \_\_\_\_\_

2. I understand that Kings Club is open according to the official school calendar and is closed when school is not in session.
3. I understand that I am responsible for payment of fees, as outlined in the Kings Club Handbook. I will give two weeks notice in writing prior to withdrawing my child from the program during which time I will be responsible for payment of fees.
4. I understand that in the event of any absences during program hours or activities, I will be responsible for the fee for time reserved, not actual time spent at the Kings Club.
5. I will update my child's file information as outlined in the Kings Club Handbook.
6. The Kings Club staff will assume full responsibility for my child from the time he/she arrives at the Club site until my child leaves Kings Club according to the written instructions for departure.
7. If a medical emergency arises, the Kings Club staff will first attempt to contact me. If I cannot be reached, the staff will contact my child's emergency contacts. If the emergency is such that immediate hospital attention is necessary, an ambulance or emergency vehicle may take my child to the hospital.

I agree to adhere to the stated policies and procedures of Kings Club as stated here and in the Kings Club Parent Handbook, and give my child permission to participate fully in this program.

\_\_\_\_\_  
signature

\_\_\_\_\_  
date

\_\_\_\_\_  
relationship to child

date of receipt: \_\_\_\_\_

first date of attendance \_\_\_\_\_

# Christ the King School Kings Club *Information Form*

**1. Child's Identification:**

child's full name	date of birth	sex
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address	phone
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Other siblings in the home:			
Name	Age	Enrolled in Kings Club?	

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**2. Parent(s)/Guardian Identification:**

name	relationship to child
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address	home phone
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employer	department
----------	------------

work phone	cell phone	work hours	email address
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Child resides with above? (circle) Yes      No  
Please explain arrangements if applicable:

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name	relationship to child
------	-----------------------

address	home phone
---------	------------

employer	department
----------	------------

work phone	cell phone	work hours	email address
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Child resides with above? (circle) Yes      No  
Please explain arrangements if applicable:

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**3. Parents' Status:**

single \_\_\_\_\_ married \_\_\_\_\_ divorced \_\_\_\_\_ separated \_\_\_\_\_

Is there a separation or custody situation that Kings Club should be aware of? \_\_\_\_\_

If so, please explain \_\_\_\_\_  
\_\_\_\_\_

A copy of custody papers is required.

Name of person responsible for payment of fees: \_\_\_\_\_

**4. Emergency Contacts:**

These should be local persons who may be notified in case of emergency or illness when the above people are not available.

a) \_\_\_\_\_  
name relationship to child

\_\_\_\_\_  
address phone: home work cell

b) \_\_\_\_\_  
name relationship to child

\_\_\_\_\_  
address phone: home work cell

**5. Release of Child:**

Please list the names of all the persons that your child may leave Kings Club with. They will be asked to show a photo identification. If a person's name is not on this list, your child will not be allowed to leave with them.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**6. Medical Information:**

Allergies (food, medication, bees): \_\_\_\_\_

Chronic or recurrent illnesses or disorders: \_\_\_\_\_

Medications taken for above conditions (name & dosage): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

List name, dosage, and time of any medication that will need to be given during program hours (please note that a separate medication form must be filled out for each medication):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Christ the King School Kings Club

## *Parental Emergency Medical Consent*

(This form must be presented upon admission for treatment)

Child's Full Name

Birth Date

In the event that my child listed above may require medical and/or surgical care while I am out of the city or unable to be reached, I hereby give my consent to medical and/or surgical treatment to \_\_\_\_\_ hospital and to doctor \_\_\_\_\_ or his/her designee to provide this care. I agree to pay all the costs and fees contingent on any emergency medical care and/or treatment for my child as secured or authorized under this consent. (Kings Club will make every effort to notify parents/guardians immediately in case of emergency.)

**1. Parents/Guardians with whom Child Resides:**

name	relationship to child		
address	home phone		
employer	department		
work phone	cell phone	work hours	email address

**2. Persons who are authorized to pick up child if parents are unavailable:**

name	relationship to child		
address	home phone		
employer	department		
work phone	cell phone	work hours	email address

name	relationship to child		
address	home phone		
employer	department		
work phone	cell phone	work hours	email address

**3. Persons Who May NOT pick up my child:**

Name	Relationship to Child
Name	Relationship to Child

**4. Information:**

Doctor's Name	Phone	Address
Last Tetanus	Allergies	Medication

Insurance Company \_\_\_\_\_ Policy Holder's I.D. \_\_\_\_\_  
 This consent will be in effect beginning \_\_\_\_\_ and continuing while the child is enrolled in this program.

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

**Christ the King School**  
**Kings Club**  
*Departures Procedures Form*

(Name of child) \_\_\_\_\_ has permission to arrive at and leave Kings Club during the scheduled program hours in which he/she is enrolled according to these arrangements:

	Approx. time of departure from program	Person responsible for picking up child
M	_____	_____
Tu	_____	_____
W	_____	_____
Th	_____	_____
F	_____	_____

I understand the Kings Club accepts responsibility for my child upon his/her arrival at the Kings Club facilities. The Kings Club Program will not be responsible after my child leaves the Kings Club as authorized above. I understand that any changes to these arrangements must be in writing on a Departure Form.

_____ Signature of parent/guardian	_____ date
_____ Signature of parent/guardian	_____ date



**Christ the King School**  
**Kings Club**  
*Child Record Checklist*

Child's Name \_\_\_\_\_

The following is required to be in each child's file:

\_\_\_\_\_ The Enrollment Agreement Form

\_\_\_\_\_ The Information Form that includes emergency numbers

\_\_\_\_\_ Parental Emergency Medical Consent Form

\_\_\_\_\_ Departure Procedure Form

If needed:

\_\_\_\_\_ Medication Authorization Form

\_\_\_\_\_ Custody Papers (if needed)

Acknowledgement of Receipt of Handbook

This is to certify that I have received and read the Parent Handbook and agreed to abide by it while my child is enrolled in Kids Club.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Parent Name printed date