



KIDS KLUB

WELCOME TO KIDS KLUB!!

Dear Kids Klub Family:

Welcome to Vicksburg Community Schools child care program. Kids Klub is a parent-funded program providing your child with a fun and safe environment. In order to familiarize yourself with our program, we have printed this handbook with a table of contents for easy reference. Please feel free to ask questions, make suggestions and/or comments.

Sincerely,
Vicksburg Kids Klub Staff

Kids Klub Sites

Phone Number

Indian Lake Elementary	321-1422
Sunset Lake Elementary	321-1514
Tobey Elementary	321-1605
Community Education	321-1022

Vicksburg Community Schools
301 S. Kalamazoo Avenue
Vicksburg, MI 49097



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ABOUT OUR PROGRAM

Vicksburg Community Schools Kids Klub program is a non-profit fee-based program focusing on recreational and enrichment activities. We are licensed by the State of Michigan Department of Human Services, Bureau of Child and Adult Licencing.

In an effort to meet the needs of the working parents in our community, our program provides before and after school care for grades BK-5.

HOURS

6:30-9:00 a.m. - mornings

3:30-6:00 p.m. - afternoons

The Center will be open the days that school is in session. We will not be open on holidays and vacation days.

SITES

Sites will be at all three Vicksburg elementary schools: Tobey, Indian Lake and Sunset Lake.

SCHEDULING

The daily schedule will be flexible and reflect the individual and developmental needs of the children.

1. The daily schedule will reflect the need for the children to have a balance of activities.

- * Active and quiet time
- * Group and individual activity
- * Private time
- * Time to relax, talk and daydream
- * Large and small motor activity
- * Opportunities to make up their own activities

2. The daily schedule gives children the chance to make choices and decisions.
3. Children move from one activity to the next at their own pace.

PERSONNEL/STAFF RATIO

The personnel structure consists of Kids Klub site coordinators, assistant coordinators (as needed), and substitutes. The staff/child ratio will be 1:18. All staff are carefully screened and must submit to criminal and CPS background checks before working with children. All staff have current certification in CPR/First Aid, Bloodborne Infectious Diseases and annually meet all state required professional development.

REGISTRATION, FEE STRUCTURE & WEEKLY SCHEDULES

You may register your children by filling out a registration form and paying the annual non-refundable registration fee. (based on the annual rate chart) Registration is done in person. Space is limited and families will be served on a first come first serve basis.

At the time of registration, parents will commit their child to a weekly child care schedule. Fees are charged on the basis of enrollment, **not attendance**.

Acceptable form of payment include cash, checks and credit cards. **There will also be a charge for checks returned to us by our bank for any reason.** Receipts will be available for income tax purposes. Cash will be accepted only when it is hand-delivered by the parent/guardian to the site coordinator, who will sign for it and provide a receipt. Fees will be based on the annual rate chart.

We are a self-supporting program and rely solely on revenues collected from the program to pay for supplies and support the salaries of the staff. **Fees for the following week are due on Thursday by 6 of the current week. (This is a pre-schedule, pre-pay program.)** A late fee (see annual rate chart) will be assessed if schedule & payment are not received. If schedule & payment for the week (plus late fee) are not received by the close of the day on Monday, the parent/guardian will not be permitted to utilize the program that week.

SIGN-IN AND OUT

1. You must come into the building and sign your child in, and sign your child out at the end of the day. This includes your full legible signature at the sign in and out time. Failure to sign in and /or out completely will result in a fee (See annual rate chart).
2. Your child will not be released to anyone who is not listed on your emergency card unless you provide the caregiver with a written note. Picture I.D. will be required.
3. Sign-in and out sheets are kept on file. In the event you need copies of these for personal use, a copy fee may be assessed.
4. A child shall be released to either parent unless a court order prohibits release to a particular parent. A copy of the order needs to be on file at the center.

LATE PICK-UP FEES

If your child is left at the center past 6:00 p.m. closing time, there will be an additional fee (see annual rate chart) for every minute past 6:00 p.m. If your child is not picked up by 6:15 p.m., one of the contact persons you list on the emergency card will be notified to come and get them. After two late pick-up fees, a parent may lose their privilege to use the program. If emergency contacts are not available and you have not contacted Kids Klub, law enforcement personnel will be contacted if your child(ren) are not picked up by 6:30 p.m.

EMERGENCY PROCEDURE

In the event of an accident or emergency, parents will be contacted immediately. If we are unable to reach the parent, we will contact those listed on the emergency card. If no one can be reached, we will seek emergency medical care as specified by the parents. In a serious emergency, staff will call 911, and then attempt to contact parents.

SEVERE WEATHER AND TORNADO POLICY

1. If a TORNADO WATCH is issued prior to or during any after-school activity, Kids Klub students will remain at the school. Parents will follow their normal pick-up schedule.
2. If a TORNADO WARNING is issued prior to or during any after-school activity, Kids Klub students will take shelter in the building. Children will not be released during a tornado warning.
3. EMERGENCY DISMISSALS can occur due to mechanical and/or power failure and other inclement weather. Kids Klub students will be dismissed from school with the other students to their emergency dismissal location. No afternoon services will be provided when school is dismissed early.

MEDICATION

The center will only administer medication prescribed by a doctor. The medication must be brought to the center in its original container by the parent and a parent permission slip must be signed by parent or guardian. Please do not ask us to alter instructions or to administer aspirin or any over the counter drugs (including cough drops). We are required to keep a record as to the time and amount of any medication we give your child. Annual written permission is required for lotion, chap-stick, etc.

SNACKS

A snack will be provided each morning and afternoon. The charges for this service are included in the tuition costs. Please notify us of any food allergies. A doctor's note will be required. All snacks are purchased through Vicksburg Community Schools Food Service Department and meet the state nutritional and dietary standards. Snack schedules are posted monthly on the parent board.

ABSENCES

If your child will be absent from the center, it is your responsibility to inform your Kids Klub site coordinator by 8:00 a.m. on the day of the absence. If your child is signed up for afternoon Kids Klub and will not be attending, please call the site coordinator by 3:30 to inform them. Please use the phone numbers listed below to contact your site coordinator.

Sunset - 321-1514

Indian Lake - 321-1422

Tobey - 321-1605

You are still required to report the absence to your school building's secretary. If you submit a schedule to your Kids Klub site coordinator and then your child does not attend or your child is ill - **NO CREDITS WILL BE ISSUED.** Please communicate and work with your site coordinator. Charges are based on your schedule, not your child's attendance.

DISCIPLINE POLICY

Our staff will use positive methods of discipline which will encourage self-control, self-direction, increased self-esteem, and cooperation. The staff will explain to the child why certain behaviors may be inappropriate and focus on what he/she should be saying or doing rather than focusing on the negative behavior. Center rules will be explained to the children.

In the case of unacceptable behavior, the staff will help the child understand the situation and restate the limits. Depending on the severity of the behavior, the following steps will be used:

- 1st offense - verbal warning, redirection
- 2nd offense - 5 minute time out, redirection
- 3rd offense - 10-15 minute time out, redirection
- 4th offense - Parents will be contacted

If problems cannot be resolved, alternative child care arrangements may be recommended.

CHILD ABUSE POLICY

The Vicksburg Community Schools Kids Klub staff is required by State Law to report any suspicion of child abuse to the proper authorities.

CLOTHING

Children will be going outside on a regular basis. Please be sure your children are dressed appropriately for outside play. It is expected that if your child is well enough to attend Kids Klub, then s/he is well enough to go outside (Unless there is a doctor's note). Please label your children's belongings as we cannot be responsible for lost or stolen articles.

NON-DISCRIMINATION

It is the policy of the Vicksburg Community Schools that no person shall on the basis of race, color, national origin, sex, or handicap, be excluded from educational services as required by law.

VOLUNTEERS

All Volunteers must be screened as per Vicksburg Community Schools board guidelines. Please check with your site coordinator for more information.

WRITTEN GUIDELINES TO FACILITATE PROGRAM OPERATION

Children's Responsibilities

Children need to be responsible:

1. For learning to take the consequences for their own actions.
2. For respecting the rules that guide them during the school day; for controlling their feelings so that their actions do not harm anyone in the program.
3. For not willfully destructing or harming any equipment or property in the building or anyone else's while they are in the program.
4. For sharing equipment and facilities with all children in the program.
5. For remaining with a staff member at all times and notifying them if they need to go to another area.
6. For coming immediately after school, unless they advise a staff member otherwise.
7. For respecting the rules of the Vicksburg Kids Klub.
8. For dressing appropriately for indoor and outdoor play; for having tennis shoes available to wear in the gym.
9. For returning materials and equipment to the place they found them before taking out a new activity.

Children's Rights

1. Safe and reliable environment.
2. Use all the equipment and space on an equal basis; to find equipment where it is intended and in functioning condition.
3. Have their ideas and feelings respected.
4. Discipline that is fair, equal, and respectful of them.
5. Express their anger, frustration, disappointment, joy, etc. in an appropriate manner.
6. Explore and discover.
7. Continue developing their full potential.
8. Have an environment that offers a variety of choices: physical, quiet, indoor, outdoor, creative, dramatic play, exploring.
9. Have a right to voice their opinion of the rules and activities.
10. Have staff members that care about them, enjoy being with them, and help them grow.
11. Have input to new equipment and supplies, and input to rule changes.
12. Smoke free environment. No smoking on the premise.

Parents' Rights

Parents have the right to:

1. Know their children are in a safe environment where they are free to select from a variety of activities.
2. Participate in all levels of decision-making concerning how their children spend the day.
3. Know what types of programs and activities are being planned, and to be offered feedback on the kinds of activities the children enjoy.
4. Share concerns with the staff, at any time, about anything they do not feel is in the best interest of the children.
5. Know if their child is misbehaving, and to spend time talking with the staff concerning a solution.
6. Know if their child does not report to the program as intended.
7. Know when the children will be going any place other than where the program is usually held.
8. Voice special concerns and considerations not covered in this manual, and to discuss special cases where occasional exceptions may be made from the rules set forth in this manual.

Parents' Responsibilities

1. Let the staff know by 8:00 a.m. if their child will not be attending for the day.
2. Observe the rules of the Vicksburg Kids Klub program as set forth in this manual and in any additional policy statements.
3. To share their concerns with staff members if the program is not meeting their child's needs.
4. Listen to concerns that staff members have about their child's behavior, and to work through an agreeable solution to any problems that might occur.
5. Know about any change in policy or procedure.
6. Understand the discipline procedure of the center as explained in this manual.
7. Replace any equipment that their child is responsible for misusing.
8. Sign in and out their child; to notify a staff member when taking a child from the Center, and to notify a staff member when another authorized person is picking up a child.
9. Inform staff if child has been exposed to a contagious illness.
10. Notify staff of planned vacation and other absences in advance.
11. Notify staff of withdrawal at least two weeks in advance.
12. Pay fees on time.
13. To keep the child's record up-to-date with changes in phone numbers and addresses.
14. Pick up children on time.
15. Update child information cards.

NOTES
