

Connecting Kids Parent Handbook 2010-2011

Dear Parents/Guardians:

Welcome to New Life Community Church Connecting Kids Before and After School Program! The program has been developed in an effort to enrich and enhance the lives of children in our community and designed to promote their social and emotional development. We encourage cooperative behavior, creative expression and independent thinking.

This handbook has been developed to help facilitate the relationship between staff and parents of the program. As you read through it, please familiarize yourself with our procedures and policies.

It is very important that you take the time to read the handbook. We want you to know and understand our policies. If you have any questions, please feel free to call contact us.

We look forward to having your child participate in our before and after school program. We hope they have a fun and rewarding school year.

Sincerely,
Tina Tribolet
Connecting Kids Director

Important Information

Dates:	September to June Monday through Friday
Hours:	<i>Morning Care:</i> 6:30 am until school starts <i>After School Care:</i> After school until 6:00 pm
Ages:	Children in Kindergarten through Sixth Grade
Location:	New Life Community Church 18800 Norwalk Blvd. Artesia, California 90701
Phone: <i>After 4:00 pm</i>	(562) 924-4466 (562) 400-3421
Director:	Tina Tribolet, ext. 228
Assistant Director:	Mandi Farmer, ext. 227
Connecting Kids Secretary:	Michelle Morris, ext. 226

Fees

Registration Fee: \$25.00 Per child (non-refundable)
\$40.00 Maximum 3 children per family (non-refundable)

Monthly Fees for:

Before School Only

\$190

Before and After School Care

\$350 1st child
\$330 2nd child
\$320 3rd child

After School Only

\$290 1st child
\$270 2nd child
\$250 3rd child

After School Only

1 Day per week: \$100
2 Days per week: \$180
3 Days per week: \$250

Non-School Weekdays (includes lunch and 2 snacks)

\$30 plus field trip fees (if applicable) One-day Holidays
\$30 plus field trip fees (if applicable) Student Free Days

Payment Due

Fees will be due on the **25th** of the month for the following month. **A \$20.00 late fee will be charged to your account if we have not received payment by the morning of the 1st of the month and if no payment is received by the morning of the 4th of the month, services will be suspended.** Payment envelopes will not be provided. We accept cash, check, Visa and MasterCard (*3% transaction fee applies*). We do provide forms to fill out for credit card payments. We also have recurring credit card payments available. Pick up a form from any staff member. When paying by check, **please** make a notation of the **child's name** on the bottom of the check. Please put all payments in the payment box located in the Kitchen, Chapel or Room B108 or turn them in directly to the Connecting Kids Office in B204. If you over-pay, you will receive a credit toward the next month. Our Tax I.D.Number is 95-1890702.

Non-Sufficient Funds

In the event a check is returned to us for non-sufficient funds, a \$20.00 fee will be charged. After two checks have been returned for non-sufficient funds the account will become a cash only account.

Cancellation

If you find it necessary to cancel your registration, please call the Connecting Kids office as soon as possible. It is imperative that you contact us quickly so we may be able to accommodate another family who may be on our waiting list. We do not refund, pro-rate or credit fees for illness, absences, school field trips or behavior suspensions. Monthly fees can be refunded if prior notice is made. However, the registration fee is non-refundable.

Right to Refuse Service Policy

Connecting Kids reserves the right to refuse service for the following reasons:

- Failure of parent or child to follow the Connecting Kids policies and procedures.
- Parents and/or child/children are physically or verbally abusive to staff and/or other children.
- Failure to pay fees as scheduled.
- Failure to provide updated information and records.
- Failure to adhere to site closing time.
- When the Director at their discretion believes that the continued service is not in the best interest of the child and/or Connecting Kids.

Admissions

Connecting Kids provides transportation to and from neighboring schools. Admission to the program is based primarily on availability of vehicle space per school and secondly on the location of the specific school.

Sign-in/Sign-out

Parents must sign children in at the Activity Center/Kitchen no earlier than 6:30 a.m. If you pick up your child/ren prior to 4:00 – Sign out in the kitchen. If you pick up your child/ren between 4:00 and 5:00 – Sign out in Room B109 (excluding Friday – please see white board). If you pick up your child/ren after 5:00, Sign out in the Chapel (located next to the Activity Center/Gym). If someone comes to pick up your child/ren and is not on the registration form as authorized to do so, parents will be called to verify. If parents cannot be reached, the emergency contact will be called to authorize this person to sign-out your child/ren. All persons picking up children will be required to show identification.

Late Pick Up

Connecting Kids ends **promptly** at 6:00 pm and all children are to be picked up at or before that time. They are to be signed out in the Chapel. If an emergency should arise that would keep you from being here by 6:00 pm, please make arrangements for a person authorized on your emergency form to pick up your child. Any child remaining after 6:00 pm will result in a charge of \$1.00 for each minute after that time. The child and staff member will remain in the Chapel. Payment of late pick-up charges may be made to the remaining CK staff member or paid the next day to the Connecting Kids office. **Between 4 pm and 6 pm, for any last minute changes or emergencies you may call 562/400-3421. Excessive late pick ups may be subject to termination. All persons picking up children will be required to show identification.**

Attendance and Absence

If your child will be absent for the day, we must be notified as soon as possible. Please call Mandi at 562/924-4466 Ext. 227 as soon as you know your child will not be attending. You may leave a message at this extension. Due to the daily time constraints we face in providing prompt pick up to all schools, advising us if your child will be absent in the afternoon is **mandatory**. If your child has not arrived at the bus after school in a prompt manner, the charges stated below may be applied. **Failure to inform us of your child's absence will result in a warning for the first offense, a \$10 charge for the 2nd offense, a \$50 charge for the 3rd offense and dismissal from the program upon the 4th offense.**

Children enrolled in our program are reserving space and our budget is determined by a specific number of children attending. Due to advance scheduling we are unable to give credit for illness or absence. However, if we receive at least 2 weeks notice from you that your child will be absent for a week or more (camp, vacation, etc.), we will offer a credit for the missed week/s.

Information Changes

Please notify the Connecting Kids office or fill out a Change of Information form if any of the following changes occur so that we can update your child's records:

- Change in phone numbers, home address, work place, doctor or emergency contact.
- Changes in individuals authorized to pick up the child.
- Change in your child's allergies or health status.
- Change in participation dates or times.

Medicine and Food Allergies

The Connecting Kids program requires that all children who need medication given before or after school must do the following:

1. Present a written statement from the child's physician detailing the method, amount and time schedules for taking the medication. Form can be obtained from a CK staff member or on our website.
2. Present a written statement from the student's parents/guardian requesting the Connecting Kids program to assist the child in taking the prescribed medication. Form can be obtained from a CK staff member or on our website.
3. Bring the medication in the ***original*** bottle or package, properly labeled.

Children will not be permitted to carry or self administer any medication. If your child has food limitations, please notify the Connecting Kids office immediately.

We do not require additional immunization other than is required by your school.

Illness

If your child has a known medical condition (allergies, asthma, diabetes, seizure disorders, etc.) please be sure to advise the Connecting Kids office what to do if a problem should occur during the program hours. Please make sure that medication is available and that the "Medication Form" is completed.

If, while at our facility, a child displays symptoms of illness or fever, the child will be isolated and kept comfortable while the family is notified. If removal from the center is warranted, the family will be contacted and asked to come promptly for the child. If the family cannot be reached, emergency contacts will be called. **The child should not wait longer than 45 minutes in the office. If fever occurs, please keep the child home for 24 hours before returning to Connecting Kids.**

If your child should contract a communicable disease, please notify the office so proper notification of other parents can be made.

Emergency and Accident Procedures

The Medical Release on your registration form gives us permission to seek medical attention for your child in case of an emergency. In case of an accident or emergency, the following procedures will be used:

1. A member of the Staff will carry out immediate first aid.
2. A member of the Staff will contact the parent to pick up the child if medical care is necessary.
3. In case the parent or designated person cannot be contacted, the Director will have the authority to call the local emergency unit for treatment and/or transportation to a hospital. A Staff person will accompany the child to the hospital and stay there until the parent/guardian arrives.
4. A member of the Staff will complete a Notification of Injury report and ask the parent to complete their portion and return to Connecting Kids ASAP.

Child Abuse

Protection of the child, not punishment of the parents, is the goal of the law. In the vast majority of cases, the best way to help the child is to help the family. Supportive social services for the parents and the child can usually keep the family together. Troubled families may need help in coping and a report can be the first step in rehabilitative services to preserve families.

If there is a strong reason to suspect that a child has been abused or neglected,
all staff are mandated by law
to contact Child Protective Services,
a specialized social service to protect children
when their families cannot.

It is difficult to have to deal with the topic of abuse when it concerns the care and the safety of children in the childcare setting. The Director takes every precaution in hiring staff and making certain that the children will be in a safe environment.

Our concern is the safety of the children.

***It is not our intent to falsely accuse
any person of abuse or neglect.***

Adult Supervision

Our staff is comprised of people who love both the Lord and children. A desired qualification is an Education major, Physical Education/Recreation major, Children's Ministry or related experience.

Personal Items

Connecting Kids is not responsible for any lost or stolen articles or money brought from home. Your child must assume responsibility for toys brought to Connecting Kids. **No MP3 players, cell phones, personal CD players, electronic games or toys are permitted.**

Schedule of Activities

Children have snack and recess time upon arrival from school. Homework time begins promptly at 4:00 pm Monday through Thursday. The children will be taken to their assigned classrooms where they will begin their assignments. The staff is present to assist the children with their homework. We believe that we are in a partnership with you and your children regarding their academic year. We encourage you to discuss any concerns or needs that would help us assist your child with their academic endeavors. If your child has no homework to do for that day or if there are concerns regarding their homework, we will inform you by filling out a "Homework Report" form and placing it in their folder. Chapel time is presented at various times throughout the week. On Fridays, the 4:00 pm time will be spent doing a variety of activities such as cooking, arts and crafts and science experiments. 5:00 pm – 6:00 pm will be a time for free play. We do not provide nap time.

Field Trips

Permission to participate in our activities is granted by the parent's enrollment of their child at Connecting Kids.

Children **may not** be dropped off or picked up at any location except the church.

Once the day's outing has begun, we **cannot** accept children or be responsible for their arrival at any location other than the church. No child will be permitted to stay at any field trip site. All children must return at the end of the trip on the bus with the group.

Absolutely no **money or personal toys/items** are permitted or needed on any field trip at any time. Anything brought will be taken away and kept in the office for parents to pick up.

Snacks

A snack will be provided for your child upon arrival from school. Snack time will consist of a wide variety of food experiences prepared by our staff. Nutritious foods will be served with 100% fruit juice, water or milk. Snack time is at approximately 3:20 pm each day.

Transportation

Connecting Kids vehicle transportation is provided by licensed drivers using our church owned passenger vans or by a chartered bus company. Transportation is available in the morning from Connecting Kids to school and in the afternoon from school to Connecting Kids. We will be providing transportation to various schools in ABC Unified School District based on registration.

The following safety rules are designed for use for each trip, regardless if it is taken in church owned or private vehicles. The organizer and/or driver for the trip (in this case, Connecting Kids) will ensure all participants indicate they have read and understand the following "Rules for the road":

- 1. In vehicles where they are present, seatbelts must be worn at all times.**
- 2. Children must use a soft voice and direct their conversation to their friends in their immediate seating area.**
- 3. No hazardous, disruptive activity or noise will be permitted while the vehicle is moving. All passengers must follow the driver's request.**
- 4. Keep all objects inside the vehicle.**
- 5. All windows must be kept clear of objects that may disrupt the driver's view.**
- 6. In case of an accident or emergency, stop and do not exit the vehicle unless instructed by the driver. Always exit on the street side of the vehicle, never on the traffic side.**
- 7. Violation of these rules may result in the termination of the trip for the entire group or the removal of a participant from the trip.**
- 8. No food or drink allowed in the vehicles.**
- 9. The safety of all participants and drivers is a priority on any trip.**

Student Rules

- All boys and girls will refrain from fighting, stealing, swearing, or use of other inappropriate language or actions.
- Walking and quiet inside voices are expected when inside the buildings and hallways.
- Each ball, game or other equipment must be put away before playing with something else or before leaving.
- Trash shall be placed in the proper containers.
- All children are to remain with their leaders.
- No child shall leave campus at any time without the expressed permission of his/her parents and the Director.
- Willful destruction of another child's or Connecting Kids property will require the replacement of the destroyed property by the parent.
- Please leave cell phones, MP3 players, toys, games, or other items at home. We cannot be responsible for personal items.

- Absolutely **no money** or **personal toys** are permitted or needed.
- All children are expected to respect the authority of their teacher and other staff members.
- No one will be allowed in the elevators in the B Building unless given permission by Connecting Kids staff.

Any child who is unwilling to adhere to policies will have his/ her parents contacted and will be removed from the program for that day. Repeat offenders will be removed from the program. If a child's behavior upon any incident is too extreme, he/she will be asked not to return to the Connecting Kids.

Discipline Statement

We at Connecting Kids feel it is your responsibility as parents or guardians to teach your child proper behavior. Please instruct your child regarding our policies as they are listed in this handbook.

There are times when Connecting Kids must dismiss a child due to a psychological, emotional or physical disability that precludes the child from participating safely or effectively in a group. Dismissal will take effect only after consultation among parents, camper, and the director. Dismissal for the aforementioned reasons will result in a complete refund of any unused days.

* If your child is currently on a behavioral plan during the school year, please let the Connecting Kids Director know at time of enrollment.

On occasion, dismissal may be necessary for disciplinary reasons. This action will take effect only after consultation among parents, the child, and the director. If a child is dismissed for disciplinary reasons there will be **NO REFUND** for the unused days. Disciplinary discussions and actions are the responsibility and prerogative of the child's parent/guardian and Connecting Kids staff. Please do not discipline another person's child or speak in a threatening or disciplinary manner to another person's child. Concerns and complaints should be resolved through the director.

In disciplining children our staff will use a combination of redirection, time out, logical consequences, and removal from the group to the director's office. We will never use any physical discipline means such as corporal punishment. The staff will keep parents apprised of their children's behavior. In addition, significant or continuous behavior issues will be noted on a Yellow or Red Card and placed in the child's file for the parent. Children and parents will meet with the director after 3 Red Cards or at any time the director feels a conference is warranted.

Policy for Bullying Prevention

Connecting Kids believes that all children have a right to a safe and healthy environment. We have an obligation to promote mutual respect, tolerance, and acceptance.

Connecting Kids will not tolerate behavior that infringes on the safety of any child. No child shall not intimidate or harass another child through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.

Connecting Kids expects children and/or staff to immediately report incidents of bullying to the Director or Assistant Director. The Connecting Kids staff is expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying will be promptly investigated. This policy applies to children on New Life Community Church grounds and during a Connecting Kids-sponsored activity.

Connecting Kids will discuss this policy with all children and assure them that they need not endure any form of bullying. Children who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion. We will encourage children to report the incident; such reporting will not reflect on the victim or witnesses in any way and shall remain confidential.