



KIDS:PLUS Program Family Handbook

2022-2023

Operational Policies and Procedures

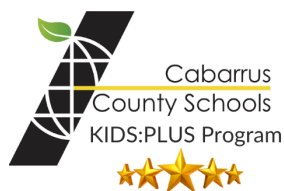
Policies and Procedures designed to comply with the North Carolina
Department of Human Resources, Division of Child Development



We will provide 5-Star quality care for **your** children in a safe,
nurturing environment, in **your** Cabarrus County Schools!

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Dear KIDS:PLUS Families,

Welcome to the Cabarrus County Schools KIDS:PLUS Program! We appreciate the opportunity to serve your family. **KIDS:PLUS is dedicated to providing 5-Star quality care**, in a financially sound manner, for the children in Cabarrus County Schools.

The KIDS:PLUS Program Family Handbook is provided to familiarize each family with our operational policies and procedures. Please read carefully and keep this handbook readily available throughout the year for your reference. Many of your questions have been anticipated and are discussed in some detail. Should you have any further questions, we strongly encourage you to contact a member of our leadership team.

The KIDS:PLUS Program is organized and operated by Cabarrus County Schools. Each KIDS:PLUS employee is an employee of Cabarrus County Schools. Our program is self-supporting and 100% tuition funded. We operate on campus, serving each of the elementary schools in the district. All elementary KIDS:PLUS Programs are licensed through the North Carolina Division of Child Development and are rated through voluntary participation in the North Carolina Rated License Assessment Project [*School Age Care Environmental Rating Scale*]. **We proudly operate 5-Star rated programs.**

The 2022-2023 school year is sure to be a great one. We look forward to spending this school year with you and your children! Close cooperation between the family and our program staff is essential to support the safety, health, and best interests of each child. It is our hope that this handbook will be helpful to you and that it will promote understanding about the KIDS:PLUS Program. The participation and input of our families is invaluable. If you have questions, concerns, or suggestions, please contact the KIDS:PLUS Site Coordinator at your child's school or contact the KIDS:PLUS Main Office at kidsplus@cabarrus.k12.nc.us.

Thank you for choosing KIDS: PLUS and allowing us to serve you!

Amber Diggins

Mrs. Amber Diggins
 Director | KIDS: PLUS Program | Cabarrus County Schools

KIDS:PLUS HISTORY

The KIDS: PLUS Program was established in 1985, in response to community need. The program began at R. Brown McAllister as an afterschool program. We have now expanded to serve all elementary schools in the Cabarrus County School System offering both before and after school care, Special Day Programs on select non-school days, and full-day camp during the summer. Each elementary program is licensed through the North Carolina Department of Health and Human Services, Division of Child Development.

KIDS:PLUS MISSION

We are committed to providing FIVE **STAR** quality care.

Safe environment and strategic interactions

Teaching through play

And building relationships

Right on campus!

KIDS:PLUS VISION

Raising the bar for child care and maximizing opportunities to extend learning through meaningful experiences that exceed expectations.

CABARRUS COUNTY SCHOOLS MISSION

Empowering students to build their futures.

CABARRUS COUNTY SCHOOLS VISION

Cabarrus County Schools – Inspiring Minds, Engaging Hearts and Shaping Futures.

PROGRAM INFORMATION AND POLICIES

ENROLLMENT

KIDS:PLUS partners with **Eleyo**, a child care management software, to streamline enrollment and invoicing. Families create an account once and then complete enrollment/registration for each school year.

Children are enrolled on a first come, first served basis and can be enrolled in our program at any time throughout the year, space permitting. Any child enrolled in Cabarrus County Schools may enroll in the KIDS:PLUS Program at the school he/she attends during the day. Families with children enrolled in a Cabarrus County Schools School Choice Program may enroll their child in the KIDS:PLUS Program at their school location, or at their transportation hub stop location [pending availability].

Our goal is to provide the highest quality of care for the children in our programs. As such, KIDS:PLUS staff work collaboratively with school based personnel to support the needs of each child. Please note that children requiring medical services from a trained school nurse or behavior support professional through the school day will not have access to these professional services after school. Specific needs should be disclosed and discussed with the Site Coordinator prior to enrollment in order to ensure we are equipped to provide the highest level of care for all children.

Children must be able to use the restroom independently. We do not have access to diaper changing facilities. Additionally, we are unable to provide one on one assistance to accommodate diaper changing or provide restroom assistance.

Your child will be officially enrolled in KIDS:PLUS after the KIDS:PLUS team has reviewed the online **registration, approved the contract and received the non-refundable registration fee.**

All information requested is required for child care centers according to the North Carolina Division of Child Development and Early Education. It is the responsibility of the parent/guardian to ensure that all information provided is accurate and kept up to date.

DAYS AND HOURS OF OPERATION

During the academic year, KIDS:PLUS operates each school day, Monday through Friday, according to the [CCS Academic Calendar](#).

Our **Before School** Care program opens at 6:15 am (at elementary sites - we do not open until 6:30 am at our 2 middle school sites). Children are dismissed from KIDS:PLUS once the building opens for car riders and bus riders. Children will have access to the breakfast program offered through the School Nutrition Department after dismissal from KIDS:PLUS.

The **After School** Care program operates from school dismissal time until 5:45 p.m.

Families may choose to register for our **Special Day** programs, which are operated at limited locations on select non-school days. Those full day programs operate from 6:15 am until 5:45 pm.

Inclement Weather:

The KIDS:PLUS Program will operate on the same schedule as Cabarrus County Schools for Inclement Weather. On days that school is **delayed two hours**, KIDS:PLUS elementary locations will open 2 hours later than usual.

In the event school is **dismissed early** due to inclement weather, the KIDS:PLUS Program **will not operate**. Please make arrangements for your child to be picked up at school dismissal and confirm the plan with your child's classroom teacher.

If schools are **closed** for all Cabarrus County Schools students, KIDS: PLUS will also be **closed**.

In the event that Cabarrus County Schools operates on a Saturday, as a snow make-up day, KIDS:PLUS will not be in operation.

PROGRAM OPTIONS

KIDS:PLUS offers before school and/or after school care. Before school care is not available at all locations. We also offer full week or part week care options. Part week care is an option for those needing three days per week or less. Part week days are fixed, meaning that your child is only eligible to attend on the select days enrolled for. If your schedule needs to be revised, you will need to communicate with the Site Coordinator and submit that request online. Changes will only be approved pending space. KIDS:PLUS does not offer drop-in care.

Programs with less than ten children enrolled may be subject to closing; if the decision is made to close the center due to low enrollment families will be given a minimum of a two-week notice.

WITHDRAWAL

Upon enrollment, families are entered into a contract for the school year. If a family determines that they will no longer need KIDS:PLUS during the school year, or for the amount of weeks specified, they are responsible for initiating that withdrawal through their online account and communicating that with their Site Coordinator. KIDS:PLUS **requires a five-day notice in order to avoid being charged for additional weeks of care.**

Accounts are automatically invoiced on the Friday prior to the week. Without following the proper process to withdraw, the account will continue to incur tuition charges. All KIDS:PLUS tuition and any additional fees must be paid at the time of withdrawal.

If a family chooses to withdraw and re-enroll [pending available space], they are subject to repayment of the registration fee.

TRANSFERRING TO ANOTHER KIDS:PLUS LOCATION IN CABARRUS COUNTY SCHOOLS

If you are planning to transfer your child to another KIDS:PLUS location in Cabarrus County Schools please contact the Site Coordinator at your child's current school. They can assist in ending your agreement at the current center and starting a new contract at the new center. Your account will remain congruent, including all balances, payments, and relationships created.

If your account is in arrears, you will not be able to enroll your child in the receiving KIDS:PLUS program until all payments are made in full. If you receive a child care subsidy, you must make contact with your caseworker to inform them of the transfer to another KIDS:PLUS Program.

**Please note, some KIDS:PLUS locations may have a waiting list. In the event this is the case at the site that you are transferring to, your child[ren] will be placed at the top of the waiting list.*

STUDENT ARRIVALS AND DEPARTURES

Upon arrival and departure, children and families should be greeted warmly. If this is not the case, please communicate this to the Site Coordinator and/or the KIDS:PLUS Main Office so that we can improve your experience.

KIDS:PLUS adheres to [Cabarrus County Schools Board of Education Policy 4210](#), Release of Students from School. Please be advised that if an inebriated person arrives to pick up a child, a staff member will:

- o Attempt to persuade the person to allow someone else to pick up the child and the inebriated party.
- o Contact another person listed on the child's application folder.

If the inebriated party takes the child from the premises, law enforcement will be contacted.

Arrival Procedures:

Upon arrival at our before school/full day care program, children must be escorted to the sign in table and signed in by a parent/guardian/authorized adult. For the safety of the students, daily arrival times must be recorded. Families are required to sign students in and make contact with a staff person, notifying them of the child's arrival.

Sites that use the car rider or bus lot for KIDS:PLUS parent parking may have limitations on times that families are permitted to enter that area. This is up to the discretion of the building principal and/or SRO. If this is applicable to your site, your Site Coordinator will provide you with that cut off time.

At the end of the school day, children will be escorted to the KIDS:PLUS Program by school personnel. Upon arrival, children will be signed into the program by KIDS:PLUS staff.

All children receive a wellness check upon arrival and are required to wash their hands.

Departure Procedures:

Children who attend our before school program will be dismissed to the classrooms or escorted to the hub bus, by KIDS:PLUS staff.

Upon departure from our after school/full day care program, children must be escorted out of the building and signed out by a parent/guardian/authorized adult. For the safety of the students, daily departure times must be recorded. Families must sign students out and make contact with a staff person, notifying them of the child's departure.

Children will only be released to a person listed on the child's application as authorized pick up by parent/guardian. Staff will request to view a driver's license to verify identity.

AUTHORIZED PERSONS TO PICK UP CHILD

The KIDS:PLUS Program must have written authorization from families for persons other than the child's parents to pick up their child from KIDS: PLUS. This authorization is required as part of the registration application. Families may add additional individuals to their child's account at any time. No child will be allowed to sign him/herself out of KIDS:PLUS. *We strongly recommend* that children not be released to anyone under the age of eighteen. If a parent is not allowed to pick up a child, KIDS:PLUS must have a copy of the appropriate and most recent court order on file.

Child Care Rule .0801 & .2318 states that we must have the name, relationship, address and

contact number for each person that is authorized to pick up. Failure to provide this information may result in a delayed start date for your child. All forms must be completed with all required information, as set forth by the KIDS: PLUS Program and North Carolina Division of Child Development and Early Education.

For the safety of the children, any staff member may require a photo ID of any person picking up a child.

FAMILY INVOLVEMENT

KIDS:PLUS welcomes family involvement. We maintain an open-door policy that encourages families to visit the center at any time. In order to best meet the needs of our children, we require a pre-enrollment conference, with your child [ren] and all parents/guardians, so that we can learn about your child and answer any questions that you have.

Families and staff are encouraged to communicate with one another frequently to ensure the best care for each child. Throughout the year, Site Coordinators will conference with families to discuss children's needs, family concerns, etc. Families can request a conference with KIDS:PLUS staff at any time.

Parents or guardians who wish to volunteer with KIDS:PLUS must go through a screening process that includes a criminal background check, conducted by Cabarrus County Schools. Those that plan to serve as a volunteer [including attending field trips] during KIDS:PLUS hours, must notify the Site Coordinator, in advance.

Parents or guardians with disabilities who would like to attend an event at any KIDS:PLUS site, should notify the Special Needs Administrator of the school or the KIDS:PLUS Program Director at 704-260-5820. We request that notification be made 48 hours prior to the event for special accommodations or any written materials to be printed in an alternate format.

CUSTOMER SATISFACTION SURVEY

At KIDS:PLUS we value feedback from our families. Periodically, we will ask families to participate in our KIDS:PLUS Customer Satisfaction Survey. This survey is designed to help us determine the degree to which your expectations of KIDS:PLUS are being met. Your participation in the survey helps us determine ways we can improve the services KIDS:PLUS provides for your child. KIDS:PLUS appreciates your business and strives to exceed your expectations.

PARENTAL RIGHTS

In accordance with North Carolina [Child Care Law and Rules](#), parents have the right to:

- Enter a family childcare home or center at any time while their child is present.
- See the license displayed in a prominent place.
- Know how their child is disciplined.
- Review the Documentation of Administrative Penalties/Child Abuse Notebook.

For more information about quality childcare, parents can call 1-800-CHOOSE-1 or visit the Child Care Website at <https://ncchildcare.ncdhhs.gov/> and click on the "Resources" link.

For more information on the laws and rules, contact the Division of Child Development at 919-662-4499 or 1-800-859-0829 or visit their homepage at <https://ncchildcare.ncdhhs.gov/>.

PERSONAL ITEMS

Children will be assigned an area for storing personal belongings. The child's name should be written on items such as jackets and lunchboxes brought to KIDS:PLUS. On Special Days children

may bring a beach towel or a small blanket for quiet time. Occasionally, KIDS:PLUS Sites will hold special event days in which children are asked to bring in their favorite game, stuffed animal or electronics. Families will be notified of these days and will be asked to give written permission for their child to bring in the personal items. Personal toys should only be brought to KIDS:PLUS on approved days.

KIDS: PLUS is not responsible for any personal items that are lost, stolen or broken.

PARTNERSHIPS WITH OUTSIDE ORGANIZATIONS/ RESOURCES

KIDS:PLUS partners with outside organizations to provide memorable experiences for our children. In recent years we have been fortunate to be able to offer children services from many organizations including, but not limited to: Cabarrus County 4-H, Boy Scouts, Girl Scouts, local soccer organizations, and The University of North Carolina Charlotte.

Occasionally, these organizations need information from families in order to continue to receive funding for these opportunities. Please support KIDS:PLUS and these organizations by taking a few minutes to provide information as requested.

Activities offered may vary by location and from year to year and site to site. All special activities are offered to children as one of their daily choices. Families **always** have the option of refusing involvement with activities provided by our outside resources. If you wish to have your child opt out, please speak to the Site Coordinator and we will be happy to accommodate your request.

DAILY SCHEDULE

The daily schedule and activity plan will be posted and accessible to families, children, and visitors. Activities, menus, and weekly highlights will be posted and/or printed for families. The posted schedule should contain a balance of child-directed and adult-guided activities. Periods of play should be alternated with periods of relative quiet. There will be daily opportunities for gross motor activities.

OUTDOOR PLAY

We comply with Article 7, Chapter 110 of the North Carolina General Statute by requiring each KIDS:PLUS Site to arrange for each student in our care to be outdoors each day, weather permitting. In the event weather does not permit outdoor activity, KIDS:PLUS must provide some vigorous activities indoors such as a movement experience or a gross motor game. **All children must be taken outside daily and should be excluded from care if they are too ill to go outside.**

There is not a specific temperature that solely results in the decision not to take students outside. We monitor weather forecasts, use weather alert radios to keep us informed of extreme weather and reference the [Child Care Weather Watch and Air Quality Color Codes](#).

We verify that students are dressed appropriately for outdoor play based on the weather conditions. In order to support our requirement to provide students with outdoor play daily, we ask parents to monitor weather conditions and ensure that students are dressed appropriately and/or have additional clothing, if needed.

Playground Safety:

Student safety is the top priority of Cabarrus County Schools. We work closely with the Cabarrus County Schools Facilities Management Department to ensure that playgrounds are inspected and maintained regularly. This, combined with a strong emphasis on supervision and education about the proper use of equipment, ensures the safety of our students while they enjoy our playgrounds.

Our school playgrounds meet or exceed safety standards recommended by the North Carolina Department of Public Instruction. Our staff is trained to inspect equipment for safety and maintenance needs. Playgrounds are monitored daily by KIDS:PLUS and custodial staff. Full inspections are conducted monthly.

If you have any questions or concerns about our playgrounds, please speak with a KIDS:PLUS Staff Member. You may also contact the CCS Grounds Manager, Mr. James Waldroup, at james.waldroup@cabarrus.k12.nc.us

STUDY TIME POLICY

As a licensed child care facility, KIDS:PLUS must adhere to [Child Care Rule .2508](#) and offer the children a minimum of four activity options afterschool. [Child Care Rule .0508](#) states that these options must include both active play and quiet time. In order to fulfill both of these requirements, KIDS:PLUS offers homework time as an activity choice. For children choosing to do homework, we cannot force completion or guarantee accuracy.

KIDS:PLUS will support academic achievement in the following ways:

- Offer children a 20-30 minute time frame to work on homework, in a quiet setting.
- Provide basic resource materials such as: paper, pencils, dictionaries, access to computers/ devices with internet access.
- Make accommodations for students who choose to continue homework after the scheduled time is over. This may include taking a clipboard to work outside or staying inside with another group, when ratios permit.

Our goal is to establish a routine regarding study time. We provide guidance to children who request it but encourage parents to review assignments at home so that the parent remains aware of what their child is studying and the progress that he/she is making academically.

FINANCE POLICIES

PAYMENT INFORMATION

KIDS:PLUS families are provided with the [Financial Agreement](#) upon enrollment.

KIDS:PLUS partners with Eleyo for streamlined invoicing and ability to make payments online. KIDS:PLUS strongly encourages utilizing this option, although we do still accept payments made by check, money order. **Cash payments cannot be accepted.** All checks are to be made payable to **Cabarrus County Schools KIDS:PLUS**. KIDS:PLUS cannot hold checks, and will not accept postdated checks. **KIDS:PLUS no longer accepts payments on-site. Any checks or money orders must be mailed to the KIDS:PLUS Main Office PO Box 1909 Concord, NC 28026 and must be received by the payment due date.**

Please include the following on all of your checks:

- Full Name of Payer
- Street Address
- Phone Number
- Child's Name

Accounts are automatically invoiced each Friday for the coming week. Tuition payments are due on the first school day of the week (usually Mondays). Payments that are not made by the due date are considered late and will incur a \$15.00 late payment fee and must be paid prior to the following Monday in order for the child to attend. Repeated instances of late payments may result in loss of services.

Each family is responsible for keeping payments up-to-date on their child's account. Past due accounts may result in loss of services until balances are paid. In the event that multiple parties are responsible for the child's account, all parties must ensure that the account is paid in full to avoid loss of services.

LATE PICK UP CHARGES

The KIDS:PLUS Program is open until 5:45 p.m. In the event your child is not picked up by 5:45 p.m., **\$15.00 will be charged for any portion of the first 15 minutes**, and **\$1.00 for each minute** thereafter.

Repeated incidences of late pick-up may result in your child being dismissed from the program.

REFUNDS

Due to the advanced planning required to provide the necessary staff, snacks/meals, and materials, the **KIDS:PLUS Program operates with a no refund policy.** All payments are non-refundable and non-transferable.

PRO-RATING POLICY

Families will be required to pay their regular tuition payment regardless of the number of days the child attends. Families are responsible for fees for **time reserved**, not actual time spent at the KIDS:PLUS Program. **Fees cannot be prorated because of absence from the program due to illness, work schedules, or vacations.** Rates will not be prorated for weeks containing teacher workdays, holidays, or other school closings, including weather-related closings.

DELINQUENT ACCOUNTS

If a child has been previously enrolled in KIDS:PLUS and an outstanding balance remains, the child will not be permitted to re-enroll in the KIDS:PLUS Program until all unpaid balances have been paid in full.

Families with unpaid balances will be notified that their child's contract has been suspended. If a waiting list exists at your site, your child will be added to that list after your payment is made.

RETURNED CHECKS

Due to the volume of uncollectible checks that KIDS: PLUS receives, we have contracted with **CHECKredi** for the electronic collection of checks returned for non-sufficient funds [NSF]. KIDS:PLUS cannot arrange payment plans for the repayment of checks returned due to non-sufficient funds. When you provide a check as payment, you authorize us either to use the information from the check to make a one-time electronic funds transfer from your account or to process the payment as a check transaction.

In the event of a returned check, you authorize CHECKredi to collect a \$25.00 NSF fee. These fees will be collected through an electronic fund transfer from your account if your payment is returned unpaid. Other fees may apply, and fees are subject to change without notice. Payment will be *required* in the form of money orders, certified checks, or online payments if more than one returned check is received.

TAX RECORDS

The KIDS:PLUS Program Federal Tax Identification Number is 56-6000997. For tax purposes, your receipts and canceled checks will serve as your record of payment. Tax statements will be available on your online account in January for the prior calendar year.

SUBSIDIZED CHILD CARE

All KIDS:PLUS sites are licensed by the State of North Carolina Division of Child Development. This allows qualified families to apply for a child care fee subsidy through the [Department of Social Services](#). The telephone number for DSS is 704-920-1400.

Child care vouchers indicate specific time constraints set forth by DSS [for example drop off at 7:00 am, pick up at 4:00 pm]. KIDS:PLUS must adhere to these times. If you need to make changes to these times, you must contact your case worker at DSS. Failure to adhere to these times will result in late pick-up fees. We are required to report instances of failure to adhere to the time restraints for DSS.

SPECIAL DAYS [Non-School Days]

KIDS:PLUS offers full-day, **Special Day** care for elementary students at limited sites on select non-school days.

Registration for Special Day care will be available in advance of the upcoming Special Day. Registration for Special Days will end two weeks prior to the Special Day in order to make arrangements for staffing, lunches, and transportation for field trips, when applicable.

When a Special Day occurs, families must register and pay for the Special Day *in addition* to the regular weekly tuition payment. The additional Special Day fee is charged because the Special Day Program operates for a **full day** and the [12] hours of operation will be 6:15 a.m. until 5:45 p.m.

In order to enroll in Special Days, **accounts** must be current. Fees collected/paid for Special Days are non-refundable and non-transferable (can not be applied to other special days and/or tuition).

EARLY RELEASE DAYS

KIDS:PLUS will operate on Early Release Days, as scheduled on the [CCS Academic Calendar](#). Children enrolled in the after school care program for that day will be permitted to attend from school dismissal to **4:30 p.m.** at no additional charge. Our centers will close early at 4:30 pm on Early Release Days.

SUMMER CAMP

Our full-day, summer camp program is offered to families throughout the summer, at select KIDS:PLUS sites. Enrollment is open to any CCS student, rising 1st grader-rising 6th grader (ages 5-12).

Camp is open from 6:30 a.m. until 5:30 p.m. Registration for summer camp will be available to families at least one month prior to the end of the school year. An activity fee payment and deposit for weeks accepted will be required to secure your child's space in the program. Fees are non-refundable and non-transferable.

Our summer camp offers families a safe, nurturing environment for the children, while providing the children with opportunities for fun, relaxation and enrichment that keeps their minds sharp. Children will spend their day with friends on field trips, participating in science experiments, focusing on fitness, and other fun activities [activities offered vary each summer]. Summer tuition fees include meals [breakfast, a nutritious lunch and an afternoon snack], field trip costs and any activities that your child chooses to participate in.

HEALTH AND NUTRITION POLICIES

NUTRITION

Tuition payments for elementary programs provide your student with breakfast during the morning program and an afternoon snack in the afterschool care program. On Special Days and during the summer camp, tuition will include breakfast, lunch and an afternoon snack. All meals and snacks contain food components needed to comply with child care licensing requirements and are prepared by the [Cabarrus County Schools School Nutrition Program](#).

DIET ORDERS

If your child has a food allergy and a substitution for a food item is needed, a [Diet Order](#) must be completed and on file with the Cabarrus County Schools School Nutrition Program. KIDS:PLUS will be unable to honor special diet requests without a copy of this order. If you need to obtain a Diet Order, please see your Site Coordinator or the cafeteria manager at your child's school.

FOOD PREPARATION

No food that has been prepared in a home kitchen can be served to children in KIDS: PLUS. Any foods served to children must be prepared in a commercial kitchen.

In accordance with the Cabarrus County Schools Elementary Administrative Guidelines, parents are discouraged from bringing their child a lunch that includes soda, energy drinks, fast food items, or candy. Although the staff cannot regulate this request, parents are asked not to allow their children to bring in foods with fast food or other restaurant packaging and eat these items in view of other students. Also, please note that glass bottles are prohibited in the cafeteria.

Breakfast, lunch and snack menus will be posted. On Special Days and during the summer program, children may bring lunches from home; however, the lunch must meet KIDS: PLUS nutritional standards [in accordance with North Carolina Child Care Rules]. We will not prorate if a child brings his/her lunch. Children may not bring breakfast or afternoon snacks.

Lunches brought from home must include:

- Meat/Meat Alternate [1 serving],
- Fruit or Vegetable [1 serving],
- Grains/Breads [1 serving],
- Milk [1 cup].

SMOKING AND TOBACCO PRODUCTS

KIDS:PLUS and Cabarrus County Schools are committed to creating safe, orderly, clean and inviting schools for all students, visitors and staff. We believe that the use of tobacco products on school grounds, in school buildings and facilities, in or on any other school property owned or operated by Cabarrus County Schools, or at school-related or school-sponsored events is detrimental to the health and safety of students, staff and school visitors.

To comply with state and federal law, the Cabarrus County Schools Board of Education adopted a tobacco-free policy that prohibits smoking and the use of tobacco products on school campuses.

Tobacco products included, but not limited to: any product that contains or is made or derived from tobacco and is intended for human consumption, including all lighted and smokeless tobacco products, as well as electronic cigarettes, vaporizers, and other electronic smoking devices even if they do not contain tobacco or nicotine.

[\[For more information, please refer to the CCS Board of Education Policies/Administrative Rules #5026/7250\]](#)

IMMUNIZATIONS

All children enrolled in KIDS:PLUS must have a completed immunizations record on file at the school, or the family must provide a copy to the KIDS: PLUS site.

COMMUNICABLE DISEASES

If your child or a family member has been exposed to a communicable disease such as chicken pox, impetigo, lice, scabies or strep infection, please inform the center staff. In return, if the center identifies a child or staff member with a communicable disease, we will provide the information to you, along with recommendations provided to KIDS:PLUS by our health consultant. The children will be permitted to return to the center when he/she is symptom-free for twenty-four hours or upon authorization of the program supervisor and/or the school nurse.

ILLNESS OF CHILDREN

A daily health check will be given to each child entering the KIDS:PLUS Program. If a child has or develops any of the following symptoms, he/she will be isolated from the other children and a family member or emergency contact will be required to pick him/her up immediately:

- Suspected signs of a communicable disease
- Continued nausea or diarrhea
- Constant cough or difficulty breathing
- Complaints of sore throat or chest discomfort
- Discharge from ears or eyes, inflamed tissue around eyes or ears
- Any visible rash or skin sore with suspicion of communicable nature
- Continuing headaches and general malaise
- Head Lice/Scabies [approval from the school nurse required before returning to program]
- Oral temperatures of 100 degrees or higher [child must be fever-free for twenty-four hours without medication before returning to program]

We will continue to follow all requirements regarding COVID-19 screening and exclusion.

HEALTH CONSULTANT

The [Cabarrus County Public Health Nurse](#), who serves the regular school program, will serve as a consultant to KIDS: PLUS to answer questions about health issues, especially concerning communicable diseases. A Cabarrus County Public Health Nurse is on call during hours of operation when the school nurse is not working on site. We seek the cooperation of our families in helping us follow the recommendations of our health consultant regarding health policies for the center.

MEDICATION POLICY FOR CHILDREN

If your child must have medication during KIDS:PLUS hours, including over-the-counter medications, the [Physicians Authorization](#) form must be completed. The completed form must be submitted to the Site Coordinator and accompanied by the medication.

Any medication requiring administration by KIDS:PLUS personnel must be received in the original, labeled container and the medication form must be properly completed. Please inform the center when any medication is to be discontinued.

All non-emergency medications will be secured in a lock box for the safety of all children in the program. Designated emergency medications [such as Epi-pens and inhalers] must be stored out of reach of children but are not required to be in locked storage. This is to ensure immediate access in the event of an emergency. For the safety of the children, there will be no exception to these policies.

Medications must be accessible on-site, at all times during KIDS:PLUS hours of operation.

KIDS:PLUS does not have access to the medications stored in the office of the school nurse after the school office closes each day. Additionally, KIDS:PLUS personnel are not permitted to transport medication from the school office to the KIDS:PLUS site.

All KIDS:PLUS staff members will be provided with medication training by the school nurse [health consultant]. The KIDS:PLUS Program works closely with our school nurses and seeks guidance from the [Cabarrus Health Alliance](#) regarding all health needs of our children. We take the advice of our health consultants from the Cabarrus Health Alliance very seriously and will follow the instructions provided by our school nurses, exactly, in order to ensure proper care for the children.

There may be instances when the needs of a child exceed what basic training from the nurse can accommodate. When our nurses determine that the child's needs require more specialized medical training, we are unable to enroll the children in our program.

ACCIDENTAL INJURY OR EMERGENCY HEALTH PROBLEMS

In case of accidental injury or an emergency health problem, an immediate attempt to contact the family will be made. If the family cannot be reached, the emergency contacts listed on the KIDS:PLUS Student Data Sheet will be contacted.

KIDS:PLUS personnel will make decisions about the care of the child until the arrival of a contact person. The caregiver will authorize the physician of his/her choice to provide emergency care in the event that neither the family nor the family physician can be contacted immediately.

KIDS:PLUS personnel are certified in First Aid and CPR. In case of a serious accident or severe illness requiring hospitalization or emergency treatment, your child will be taken to the emergency room of the nearest hospital facility.

Any time an incident or accident occurs involving a child enrolled in KIDS: PLUS, a staff member must complete an Incident Report. This is in accordance with [North Carolina Child Care Rule .0808](#). The person reporting the accident or incident as well as a family member must sign this Incident Report. The original Incident Report is to be kept on file at the KIDS:PLUS site.

INSURANCE INFORMATION

Medical insurance is required for all children enrolled in the KIDS:PLUS Program. You may use your own personal insurance, choose to purchase school insurance, or both. In the event of an accident, **your personal insurance will be considered primary.**

REPORTING SUSPECTED CHILD ABUSE AND/OR NEGLECT

By North Carolina law, caregivers are required to report suspected cases of child abuse and/or neglect. If such cases arise, [Protective Services of the Cabarrus County Department of Social Services](#) will be contacted. The school principal and the KIDS:PLUS Program Director will also be notified.

DOCUMENTATION OF ADMINISTRATIVE PENALTIES/CHILD ABUSE

As of January 1, 2006, the operator must notify parents of children currently enrolled of the substantiation of any abuse/neglect complaint or the issuance of any administrative action against the childcare facility.

- Notification must be in writing;
- Notification must include information on the nature of the substantiated complaint, or the administrative action taken;
- The operator shall document the date the written notice was given to parents;
- The operator shall maintain copies of documentation of the substantiated complaint investigation or the administrative action issues against the facility for the past three years in a binder;
- This binder must be accessible to parents;
- The binder will be kept in the office of the KIDS: PLUS Site Coordinator and/or placed on the parent information table.

EMERGENCY PREPAREDNESS/SAFETY INFORMATION

We follow the Emergency Procedures and Crisis Management Plan set forth by Cabarrus County Schools and comply with rules and requirements established by the North Carolina Division of Child Development and Early Education.

In order to be prepared, KIDS:PLUS children and staff practice the following safety drills:

- Fire drills [monthly]
- Tornado drills [bi-annually]
- Lockdown drills [quarterly]
- Earthquake drill [annually]

In the event an emergency requires KIDS:PLUS to leave campus, children will be transported to a safe location where you can reunite with your child. Parents will be notified via phone and/or text message where you are to pick up your child, when it is safe to do so. Families will be required to sign children out as they would normally. Information may also be posted on Cabarrus County Schools and KIDS:PLUS Program social media [Facebook and website].

Effective July 1, 2015, the North Carolina Division of Child Development and Early Education implemented [The Emergency Preparedness and Response](#) [EPR] Plan for licensed childcare facilities. The rules associated with the EPR Plan are designed to assist licensed child care programs to be adequately prepared to respond to the needs of children and others in the event of disasters and emergencies.

KIDS:PLUS staff have received training and created an EPR Plan for each site. Annually, we will review the plans, make changes as needed, and ensure that all staff are trained.

BEHAVIOR MANAGEMENT POLICIES

GUIDANCE/DISCIPLINE/BEHAVIOR MANAGEMENT POLICY

All children attending KIDS:PLUS are expected to follow the rules set forth in the [Cabarrus County Schools Student Code of Conduct](#) as well as rules specific to the school where your child attends KIDS: PLUS.

KIDS:PLUS does:

- Praise, reward and encourage the children.
- Reason with and set limits for the children.
- Model appropriate behavior for the children.
- Listen to the children.
- Treat the children as people and respect their needs, desires, and feelings.
- Use short, supervised periods of "time-out".
- Stay consistent in our behavior management program.

KIDS:PLUS does not:

- Use corporal punishment.
- Make fun of, yell at, threaten the children.
- Shame or punish the children.
- Deny food or rest as punishment.
- Place the children in locked rooms or closet as punishment.
- Allow discipline of children by children.

The KIDS:PLUS discipline policy includes the following action steps:

1. Talking to the child about the behavior.
2. Placing the child in time-out.
3. Removing the child from the group or limiting privileges.
4. Conferencing with the child if behavior continues.
5. Conferencing with the child and parents.
6. Possible suspension from the KIDS:PLUS Program.

Ensuring a safe environment requires the commitment of all participants, so we ask everyone to familiarize yourself with the behavior policy. In the event of repeated infractions, families will be asked to review and sign the **Behavior Responsibility Agreement** together with the Site Coordinator. KIDS:PLUS staff are happy to answer any questions that you have regarding these responsibilities.

SUSPENSION

The following behaviors may result in the student being suspended from KIDS:PLUS.

- Inappropriate/Disrespectful Language
- Throwing Objects
- Inappropriate Comments/Talking Back to KIDS:PLUS Staff
- Inappropriate Attitude/Tone

- Bullying-Type Behaviors [Name Calling, Hurtful Teasing, etc.]
- Misuse of Equipment
- Pushing/Shoving Children
- Pinching/Scratching/Biting
- Kicking/Hitting/Fighting/Physical Aggression
- Behaviors that Compromise the Safety of Themselves or Others [for example, running from staff]

Students demonstrating these behaviors or any behavior that compromises the safety of themselves [for example, running from staff] or others, could be suspended up to ten days or permanently expelled from the KIDS:PLUS Program.

Tuition will not be prorated for the duration of suspension.

Depending upon the nature of an assault or fight, law enforcement officials may be involved. KIDS:PLUS follows North Carolina G. S. 115 C-288 in reporting certain acts to law enforcement officials.

Families are expected to cooperate with the school administrators, Site Coordinators, group leaders, and the program director in supporting the elimination of inappropriate behavior.

Children who are suspended from school **may not** attend the KIDS:PLUS Program while suspended.

Additional incidents/situations that may require suspension from the KIDS:PLUS Program may include, but are not limited to:

- Failure to pay tuition
- Repeated late pick-up of children
- Failure to communicate with staff members in a respectful and non-threatening manner

Hub Bus Student Discipline:

In KIDS:PLUS, we work with school administrators and personnel to support students. Since the school administrators and/ or personnel at the hub bus location may not be familiar with your child, repeated instances of inappropriate behavior may result in a request to return to the KIDS: PLUS Site at your magnet location, as a behavior intervention strategy. Depending upon the specific type of behavior, this request may be made on the first incidence.

DISCRIMINATION, BULLYING, AND HARASSMENT

The following information [which can be found on the [CCS Student Services](#) website] may be helpful to determine if a student has experienced Discrimination, Bullying, or Harassment. Discrimination is considered as any act that unreasonably and unfavorably differentiates treatment of others based solely on their membership in a socially distinct group or category,

such as race, ethnicity, sex, religion, age, physical appearance or disability. Discrimination may be intentional or unintentional.

Based on the NC Bullying Law, **a pattern [repeated]** of one or more of the following behaviors is considered bullying and harassment:

- Gestures
- Communication [verbal/written]
- Physical Act
- Threatening Communication

And one or more of the following:

- Damage to property
- Places student in actual and reasonable fear of harm to himself or herself
- Creates or is certain to create a hostile environment by substantially interfering with or impairing student's educational performance, opportunities or benefits by: [Hostile environment meets both criteria below]
 - Student subjectively views the conduct as bullying or harassing behavior
 - Behavior is objectively severe or pervasive enough that a reasonable person would agree it is bullying or harassing behavior

Discrimination, bullying, and harassment can be motivated by some of the following characteristics:

- | | |
|-------------------|---|
| ● Race | ● Academic Status |
| ● Color | ● Gender Identity |
| ● Religion | ● Physical Appearance |
| ● Ancestry | ● Sexual Orientation |
| ● National Origin | ● Mental, Physical, or Sensory Disability |
| ● Gender | |
| ● Socioeconomic | |

We encourage you to contact the Site Coordinator at your child's site immediately for assistance in resolving any concerns you may have. For more information about bullying and reporting processes:

- Go to the Cabarrus County Schools Website [www.cabarrus.k12.nc.us]
- Click on "Student Services" [under the Departments Tab]
- Look for the "Bullying and Harassment" Link [left side of the screen]

[\[For more information, please refer to the CCS Board of Education Policies/Administrative Rules #1710/4021/7230\]](#)

CABARRUS COUNTY SCHOOLS-WEAPON POLICY

No children shall possess, handle, use or transmit any weapon or any instrument that looks like a weapon or could be used as a weapon. Children will be suspended if they have a weapon [including a pocket knife] in their possession at the bus stop, on the bus, or while on campus. Any knowledge of a child with a weapon or illegal material should be reported to the teacher or an administrator immediately.

[\[For more information, please refer to the CCS Board of Education Policies/Administrative Rules #4333\]](#)

MISCELLANEOUS

SUGGESTIONS, COMPLIMENTS OR CONCERNS

Your questions, suggestions, compliments and concerns are very important to us. We want to address all concerns in a timely and professional manner. We always appreciate the opportunity to hear about why you continue to choose us for your child care needs. Our Site Coordinators can be reached by calling the KIDS:PLUS number at your child's school. The Site Coordinator's office hours vary, during the morning hours, but they are generally on campus at minimum in the afternoon from 2:00-6:00 pm.

If you are unable to resolve a matter with the Site Coordinator, please call the KIDS:PLUS Program Director, Mrs. Amber Diggins, at 704.260.5820 or e-mail at amber.diggins@cabarrus.k12.nc.us.

If you feel that an incident should be reported to the Division of Child Development in Raleigh, that number is 919-662-4527. If you feel that an incident should be reported to the Cabarrus County Department of Social Services, that number is 704-920-1400.

NONDISCRIMINATION/CIVIL RIGHTS STATEMENT

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination via telephone, please call:

[800] 795-3272
[202] 720-6382 [TTY].

To file a complaint of discrimination via mail, please send to:

USDA, Director, Office of Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410

USDA is an equal opportunity provider and employer.

In the event KIDS: PLUS is required to gather and prepare a report to ensure that KIDS: PLUS is not discriminating against race, color, age, sex, disability and nation origin [Title VI of the Civil Rights Act of 1964], all information collected will remain confidential.

KIDS:PLUS DOCUMENTS

You may at any time request paper copies of our handbook and/or policies. We will be working to keep these updated on our website as well.

KIDS:PLUS MAIN OFFICE CONTACT INFORMATION

Physical Address:
130 Cedar Drive NW
Concord, NC 28025

Mailing Address:
PO Box 1909
Concord, NC 28026

P: 704.260.5820

General Inquiries:
[Hours, rates, etc.]
kidsplus@cabarrus.k12.nc.us

Ms. Amber Diggins
Program Director
Amber.Diggins@cabarrus.k12.nc.us

Ms. Kelly Hodge
Assistant Director
Kelly.Hodge@cabarrus.k12.nc.us

Ms. Dorothy Mills
HR and Payroll Assistant
Dorothy.Mills@cabarrus.k12.nc.us

Ms. Cindy Parrish
Accounting Technician
Cynthia.Parrish@cabarrus.k12.nc.us

Mr. Dan Lundberg
KIDS:PLUS Floating Site Coordinator
Daniel.Lundberg@cabarrus.k12.nc.us

[CCS KIDS:PLUS District Website](#)

[Online Registration and Payment Site](#) (powered by Eleyo)

KIDS: PLUS ELEMENTARY SCHOOL LOCATIONS CONTACT INFORMATION			
KIDS: PLUS Site	Site Coordinator	Contact	Email
A.T. Allen	Brandy Monk	704.260.6067	Brandy.monk@cabarrus.k12.nc.us
Bethel	Nicole Cavender	704.260.6087	Cresha.cavender@cabarrus.k12.nc.us
Beverly Hills STEM	Stephanie Sullivan	704.260.6107	Stephanie.Sullivan@cabarrus.k12.nc.us
Carl A. Furr	Julie Nunn	704.260.6127	Julie.nunn@cabarrus.k12.nc.us
Charles E. Boger	Amaris Branscum	704.260.6147	Amaris.branscum@cabarrus.k12.nc.us
Coltrane-Webb STEM	Holly Kennedy	704.260.6167	Holly.kennedy@cabarrus.k12.nc.us
Cox Mill	Michelle Barnette	704.260.6187	Michelle.barnette@cabarrus.k12.nc.us
Harrisburg	Katania Black	704.260.6207	Katania.black@cabarrus.k12.nc.us
Hickory Ridge	Danni Arehart	704.260.5966	Danielle.Arehart@cabarrus.k12.nc.us
Mt. Pleasant	Renee Shelton	704.260.6227	Wonana.shelton@cabarrus.k12.nc.us
Patriots STEM	Jatanna Bryant	704.260.6247	Jatanna.bryant@cabarrus.k12.nc.us
Pitts	Faith Jones	704.260.6267	Faith.Jones@cabarrus.k12.nc.us
R. Brown McAllister STEM	TBD	704.260.6287	Kidsplus@cabarrus.k12.nc.us
Rocky River	Sara Vaught	704.260.6307	Sara.vaught@cabarrus.k12.nc.us
Royal Oaks School of The Arts	Renè Bennick	704.260.6327	Rene.bennick@cabarrus.k12.nc.us
W.M. Irvin	Jodi Allman	704.260.6347	Jodi.allman@cabarrus.k12.nc.us
W.R. Odell Elementary	Amanda Motley	704.260.6047	Amanda.motley@cabarrus.k12.nc.us
W.R. Odell Primary	Sharon Hooker	704.260.6777	Sharon.hooker@cabarrus.k12.nc.us
Weddington Hills	Pam Carpenter	704.260.6367	Pamela.carpenter@cabarrus.k12.nc.us
Wincoff	TBD	704.260.6387	Kidsplus@cabarrus.k12.nc.us
Wolf Meadow	Tiera Cannon	704.260.6407	Tiera.Cannon@cabarrus.k12.nc.us
KIDS:PLUS MIDDLE SCHOOL LOCATIONS CONTACT INFORMATION			
J.N. Fries	Holly Kennedy	704.260.7101	Holly.kennedy@cabarrus.k12.nc.us
Winkler Middle	Holly Kennedy	704.260.6458	Holly.kennedy@cabarrus.k12.nc.us