

KEARNEY KIDS' CLUB

School-Age Child Care Program

Parent/Guardian Handbook

Program Year 2024-25

Kids' Club Administrative Office
425 W Washington St
Kearney, MO 64060

Revised May 2024.hrw

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KIDS' CLUB CONTACT INFORMATION

Administrative Office – 425 W Washington St., Kearney, MO 64060

Program Director – Holly Wilmes
Office Phone: 816-628-2946
Office Email: kclub@ksdr1.net

School sites can be called or texted:

Dogwood Site - 816-256-9495
Hawthorne Site - 816-509-2687
Kearney Elementary Site - 816-716-3951
Southview Site Coordinator- 816-813-5466

WELCOME TO KEARNEY KIDS' CLUB

Thank you for choosing us to be your school age child care provider! This handbook contains important information about program operations and policies. Once you have read the handbook you will need to sign off. Please feel free to call the Administrative Office if you have questions or concerns. Our telephone number is 816-628-2946. The office is located at KSD Central Office.

Kids' Club provides school age child care for the Kearney R-1 Public Schools. Our purpose is to meet the needs of working parents by providing quality school age child care.

PROGRAM PHILOSOPHY AND GOALS

The Kearney Kids' Club Program's philosophy is to be a family and community service that complements both the child's home and school environment. The program's goals are to offer a variety of activities which includes recreation and games, arts and crafts, reading, music, science, math, time to work on homework and "free time" for the children to pursue their own interests in a safe, friendly environment.

KIDS' CLUB PERSONNEL

The Kids' Club program has a Director who supervises all program operations and staff, as well as financial functions. Each site has a Site Coordinator who is responsible for day to day program operations and is the immediate supervisor of program staff. They are available at opening and closing times for parent/guardian communication. Both Site Coordinators and Site Assistants are the staff on site who lead activities and interact with children.

The program will strive to maintain staff/child ratios below those required by the state (1 staff person for each 16 children).

Staff is hired with relevant education and previous experience working with children. They attend in-service and training events. Criminal background checks are conducted on all staff and all are CPR certified.

EXPECTATIONS

Parent/Guardian Expectations of the Program

Parents/guardians may expect that:

1. Their children are cared for in a safe, supportive environment
2. They may visit and participate in the program at any time
3. They may voice concerns related to the program to the staff
4. They will be told about the recurring misbehavior of their child and will have the opportunity to have a conference in order to bring about improvement of the situation
5. They should be informed about the program activities

Program Expectations of the Parents/Guardians

The program expects that parents/guardians will:

1. Sign their child in and out of the program daily using Arly
2. Pick up children on time
3. Pay fees on time
4. Communicate with staff about any changes in schedule, pickup, illness, or any other concerns
5. Keep child's records up-to-date in Arly
6. Read information and communication from the program

Children's Expectations of the Program

Children may expect:

1. To receive respectful treatment and to have discipline that is fair
2. To have a safe, supportive and reliable environment
3. To have a choice of activities and access to all program equipment, materials and facilities on an equal basis
4. To express creativity and emotions in an appropriate manner
5. To have staff who care about and enjoy them and are actively involved with them

Program's Expectations of the Children

The program expects that the children will:

1. Be responsible for their actions
2. Follow program rules and directions
3. Report directly to the program and remain with group and staff at all times
4. Treat all others with respect and kindness
5. Clean up after themselves and take care of equipment & facilities

Website

<https://www.ksdr1.net/departments/kids-club/>

ORIENTATION

We encourage all interested families to visit the program with their child before enrollment. We will explain our program to you. Once your child has been registered, we will do our best to make the transition into our program a smooth one.

Your child will be introduced to the other children and will be shown the location of the centers and supplies available to them. They will be instructed as to the rules of Kids' Club, as well as snack times. For a smoother transition, we may pair another child with yours until they are accustomed to our program.

* Staff are available during open houses to answer any questions.

APPLICATION AND ENROLLMENT

The Kearney Kids' Club program is an equal opportunity program. Kids' Club admits students without regard to race, culture, color, creed, national and ethnic origin, sex, or religion. We accept new student registrations starting May 16th of each year on a first-come, first-served basis.

The school year program is open to all children grades K – 5 residing and attending school in the Kearney R-1 School District. Once your application has been accepted you will receive an email confirming the enrollment.

The parent/guardian must complete an online registration form with our software program and pay the non-refundable enrollment fee at that time. Parents must complete all forms required before the first day the program begins. Families will need to enter their child's personal information, emergency contact and authorization for pickup in the Arly/Parent Portal software program. Direction will be sent to families on how to complete all the required information and it will be available on the district website.

Each site has a limited number of enrollment spaces available. When spaces are filled, each subsequent applicant's name will be placed on a waiting list. Enrollment starts over each year and so does the waiting list.

Waitlist

If enrollment reaches capacity, your child will be placed on a waitlist. The Kids' Club office will contact you if an opening becomes available.

Program Status Change

If you need to change your students' enrollment status, please contact the Kids' Club office by emailing kclub@ksdr1.net. Please be advised that changes may not be able to be processed immediately. We require a 2 week notice on changes.

Program Options (3 different programs are offered)

- ❖ School year care- 1st day of school through last day of school
- ❖ Summer school care- Month of summer school- June
- ❖ Summer Expedition- All day child care July-August (4 week program)

**Tuition details are provided on the district website

Summer School Care

Our summer program fees are separate from the regular school year fees. This is a different program. Please see tuition information on the enrollment form.

Summer Expedition

This is a 4 week summer camp program. This program has a separate fee schedule that is based on the number of weeks the program runs.

CUSTODY PAPERWORK

If a guardian indicates any custody situation, the guardian must provide a copy of a signed certified court order. Without a court order, Kids' Club cannot limit access to one guardian by request of the other regardless of the reason.

Kearney School District does not automatically share custody information with Kids' Club. Guardians must provide Kids' Club a copy.

SCHEDULE OF OPERATION**Hours of Operation**

- School year: The program is open Monday through Friday from 6:00 AM until school begins and after school until 6:00 PM on days school is in session. The school year program will begin on the first day of school and end on the last day of school. An additional form with closures will be provided at the beginning of the year.
- Summer School (June): Please make sure you look at the additional information regarding the hours for summer school. Each year the hours vary. Summer school typically runs Monday - Thursday with the same hours 6:00 AM until school begins and after school until 6:00 PM. Additional child care days may be offered on Fridays.
- Summer Expedition (July/Aug): Summer expedition hours run from 6:45 AM- 5:30 PM
- All program times are subject to change

Daily Sign In and Out

Parents/guardians are expected to bring their child into the building to sign in and notify staff that their child is present before leaving. This is to ensure your child's safety and supervision. Families will need to bring in their cell phones at drop off and pick up for signing the child in and out.

Kids' Club uses a program called *Childwatch* to sign your child in and out on a daily basis. You will need to locate a QR code scanner on your phone. The program does not allow your child to sign themselves in and out.

Authorization for Pick up

For safety reasons children will not be released to anyone other than the parents/guardians, or those persons authorized on the enrollment form. Kids' Club staff must have written authorization from the parents for any changes. This may be done by updating information in our software system or sending an email to the site coordinator. Phone authorization will be given for emergencies only. Anyone other than parents/guardians or those who regularly pick up the child will be asked for identification to verify authorization. Any special circumstances regarding custody of your child should be brought to the site coordinator's attention. Pick up authorization can be updated in the software system at any time.

Arrival and Departure

Children should arrive and leave the program according to their schedule. If your child's schedule will vary from day to day or week to week, we ask that you notify the site coordinator in writing. A weekly calendar works best for the staff. You can text the site phone for last minute changes (the school will also need to be notified).

Reminder- please be respectful to the staff and have your child in your care before 6:00 pm so a late fee won't be assessed.

Non- School Days

A non-school day occurs when school is closed, however Kids' Club is open. These days are considered professional development days for the district. You must sign up ahead of time to ensure a spot for your child. These days also have a limit on the number of students we can take. On non-school days, there will be no meals served at the school. Please be sure your child brings breakfast and lunch. Kids' Club will provide an afternoon snack. Non-school days are billed separate and cost \$25 per student per day.

Vacations

Families enrolled in the school year program (August-May) may ask for a vacation credit. Only 1 week is allowed in a school year.

Inclement weather/Snow day

Kids' Club is not open on snow days. If there is a late start, Kids' Club will open up at 7:00 am. In the case of an early out, Kids' Club will be open. We ask that you pick your child up as soon as possible so our staff can travel home safely.

Emergency Closings

In the case of an emergency and evacuation of the school

- Children will be transported to another school or facility. Every attempt will be made to contact parents.

- Signs will be posted on the doors and communication will be sent out to update parents on the situation.

In the case of a natural disaster, staff will accompany children to a designated safe area of the school. Weather will be monitored by the district administrator and proper safety precautions will be taken. In the case of a state of emergency - parents will be notified via text and Alry communication.

Absences

If your child will not be attending the program for any reason, **please notify the program in advance, if possible.** You must contact Kids' Club staff and the school your child attends. (Note site cell numbers are posted on the first page of the handbook.) You can text or email the site coordinator.

During the school day , if your child is ill and is sent home , please request that the school secretary notifies Kids Club that your child went home. An absence without prior notification may be mistaken for a missing child and unnecessary concern and time will be spent searching for the child. If a child does not arrive at the program as scheduled, the site coordinator will contact the parent. If the parent/guardian cannot be reached, emergency numbers will be contacted.

Field Trips

During the school year program (Aug- May) the staff may choose to do a walking field trip nearby. If this is the case, the site coordinator will have you sign a permission slip for the event. During Summer Expedition (July-August) special permission slips will be required for specific field trips.

Early Dismissal

The Kearney School District puts out a yearly calendar each school year. Please review the dates and take note of the half days and early out days. Site coordinators will ask you to sign up for those days to help ensure that we have plenty of staffing to meet ratio requirements. There is no extra charge for these days.

Late Pick Up

Kids' Club **closes at 6:00 pm.** Our staff's schedule is based on the hours of operation of the program. When children are picked up late this puts a strain on our budget. Because of this, the following fees will be applied:

1st offense late fee- \$2 for every minute
2nd offense late fee- \$4 for every minute
3rd offense late fee- \$6 for every minute

Picking up children late from care can be grounds for termination of child care.

FINANCIAL/FEE POLICY

An online enrollment form will be completed on the district website. Once you have completed the submission online you will receive an email confirming your enrollment.

****FEES ARE PAID IN ADVANCE AND ARE DUE ON THE FIRST OF EACH MONTH.**

Payments

All payments will be made through the online Kids Club software system . We accept e-checks, debit or credit cards. Fees are charged on a monthly or semester fee basis, with no part time rates. Payments are not accepted at the Kids' Club sites. We do not accept cash.

Yearly Tax Information

Kids' Club federal tax ID number is **Tax Id # 44-6003112**. Families will have access to print off a year to date receipt for taxes in the Kids Club software system.

Registration Fee

A non-refundable enrollment fee will be charged for each child and each program option and is subject to change yearly. This year's enrollment fees are:

- School Year Care- \$50
- Summer School Care- \$25
- Summer Expedition- \$25

Late Fees

A late fee of \$25.00 will be added to fees paid after the 5th of the month.

Insufficient Funds

A \$35 processing fee will be added for all insufficient funds.

Failure to Pay Fees

If payments are not received by the Kids' Club office by 4pm on the 5th of each month, your account will be assessed a late fee of \$25. Parents who fail to pay fees by the 5th of each month will not be allowed to use the program until all fees due are paid in full. Three consecutive late payments will result in terminating child care services.

Change in Student's Schedule

If you need to withdraw from the program, you will need to go to the program website, <https://www.ksdr1.net/departments/kids-club/>, and complete the online form.

A 2 week **written** notice is required to change the contracted monthly schedule. We will attempt to accommodate each request. Fees may apply for not giving a 2 weeks notice.

Refund Policy

While we would love for your student to stay with us, we understand that sometimes things don't go as planned. When a student is being un-enrolled by the family, Kids' Club refunds any overpayment of tuition after the family completes the Kids' Club student withdrawal notification form on the District website per the Kids' Club Handbook. Overpayment will be prorated based on unused tuition. Families dismissed for behavioral issues will be refunded any unused portion of their tuition. **Enrollment fees are nonrefundable.**

Credit/Debit Card Refunds: Credit or debit card payments are applied back to the originally used card if it is still valid. Refunds could be delayed if the charge is pending. Refunds must go back to the payee.

Refund requests must be sent to kclub@ksdr1.net.

Please include the following in your refund request:

- Please make sure subject line reads: Refund Request
- Include the below information:
 - Full name (parent and child)
 - Current address
 - Phone number

Multiple Child Family Discount

Families with more than one child receive a discount of 10%, deducted monthly/semester from their total family tuition.

Financial Assistance

The Kids' Club program is sensitive to special circumstances and the needs of the families who use the program. If you need temporary or long-term financial assistance, please call the main office (816-628-2946) and we will direct you to the appropriate resources. The Kearney school district currently does not accept state subsidy/DSS funds.

PROGRAM ACTIVITIES

Children will be encouraged to be involved in program activities offered. It will be the child's decision, however, as to whether or not they participate.

Children may spend time outdoors exploring and playing games, particularly in the afternoon. Please be sure your child is dressed appropriately so that he/she may fully participate in activities. We recommend tennis shoes for safety reasons.

Curriculum

The Kearney Kids' Club program is based on children's interest. Interest-based learning is all about identifying students' interests, stoking their curiosity to know more about them, and guiding them to satisfy that curiosity. Topics are created weekly to help with opportunities to explore.

Our curriculum includes:

Arts/Crafts – Allows the children to be creative while exploring different types of mediums.

Science – Our materials allow the children to learn basic scientific themes while having fun.

Dramatic Play – Allows the children to use their imaginations while cooperating with other children. This draws upon their day-to-day experiences.

Board Games – Many fun, educational games are available which help build critical thinking skills.

Electronic – The use of electronics is based on each site preference and availability.

Reading – We utilize both standard, as well as audio books. Many are classics and suit all ages

Music – Broadens the “creative juices” of our children. Several small, hand-held instruments are available.

Physical Activity/Games – In addition to providing necessary exercise, teamwork and cooperation are encouraged.

Other centers may be added as new interests are realized.

Sample Schedule/Subject to Change

Daily AM Routine

5:45 – 6:00 Staff arrives; prep for day
for day
6:00 – 7:55 Centers of choice;
creative art;
special events;
topic of week;
gym time
8:00 – 8:20 Clean up; wash
hands for
breakfast

Daily PM Routine (varies at each school)

3:00-3:25 Staff arrives; prep time
3:25-3:35 Greet children; take attendance
3:35-4:00- homework/reading time
4:00-4:15 snack time (wash hands)
4:15-4:45 Centers of choice/Activities
4:45-5:15 Outdoor/Gym time
5:15-5:45 Free choice
5:45-6:00 Clean up/free time

CHILDREN'S PERSONAL PROPERTY

Each child will be provided with an area to keep personal belongings while at the program. Children's personal property – coats, clothing, school bags, etc. should be taken home at the end of each day. Any personal property that remains will be put in the school's lost and found box. Labeling your child's items clearly will help. Although the program will attempt to help children stay organized, we cannot be responsible for personal property.

Parents should monitor personal belongings that children bring into the program. Students are discouraged from bringing personal toys and items from home. Site Coordinators may allow items on special days. Kid Club is not responsible for lost or damaged items

Cell Phones/Smart Watches

We discourage students from bringing cellphones to the program. However, if it is necessary to have a phone, it must be turned off and kept in their backpacks during program hours. If the smart watches or phones become an issue, the item will be confiscated and held by staff until a parent picks it up. The program is not responsible for any lost or stolen electronic devices.

PARENT/GUARDIAN PARTICIPATION

Any custodial parent or guardian of a child enrolled in the program shall be permitted unlimited access to the program during our hours of operation for the purposes of contacting their children, evaluating the care provided by the program or evaluating the premises. Upon entering the site, the person must notify the Site Coordinator of their presence.

Parents are encouraged to participate in the program in many ways. If you have a particular talent or something of interest to share, please inform our staff. We enjoy having parents involved in our program. Information will be available to let you know what's going on at the program and any special needs the program has. We welcome your donations of time, service and items such as toys, games, books, usable recyclables for crafts, etc. We also welcome your comments and suggestions.

SNACKS

The Kids' Club Program provides children with an afternoon snack. If your child does not like the snack that is provided or has any special dietary need, food will need to be sent from home. Kids' Club continuously values the importance of health when choosing the snacks that we offer. The snack menu is available upon request. The menu may change due to quantity and availability.

CONCERNS/PROBLEMS

If you have any problems or concerns about the Kids' Club Program, please contact the Site Coordinator during hours of operation. There may be a need to schedule another time for a conference so that no interruptions occur. If you feel you need further assistance with your problem or concern, please contact the program director during school hours to discuss your child's needs or program concerns at 816-628-2946.

Discipline Plan

Children are entitled to a pleasant and harmonious environment at Kids' Club. The program's philosophy of discipline is based on respect for the child's self esteem, setting reasonable limits and consequences (rules are established at each program by the children and staff) and encouraging increased self-discipline. Only constructive methods of discipline shall be used to promote appropriate behavior. The staff will work with any child and cooperate with parents to resolve any problems that may arise.

Basic Rules

Note: These rules are not all-inclusive, but most all expectations for appropriate behaviors can be placed in these general categories.

1. Report directly to the program. Parents/guardians should bring the children into the building and sign them in. Children may not leave the program unless a parent/guardian has signed them out.
2. Listen to staff, be quiet at signal and follow instructions when initially asked.
3. Respect yourself and others – show kindness and use respectful communication (no excessive noise, shouting, swearing, hitting, kicking, etc.).
4. Respect program property (take care of games and equipment) and clean up after yourself.
5. Practice safety (stay with the group in the designated area, walk from one room to another, follow building rules).
6. Have a positive attitude, play with good sportsmanship and have fun!

Discipline Guidelines

If any rules are not followed, or if disciplinary action is necessary, these steps should be used:

1. Verbal warning and discussion or reminder of expected behavior.
2. Time-out (5 to 10 minutes removed from activity).
3. Discuss recurring or serious behavior with parents. Meet with children and parents to establish a plan for improvement.
4. Withdrawal of privileges, suspension, or termination.

Children may be suspended *without notice* for the following:

- Harassment (sexual or racial)
- Leaving designated area without permission
- Verbal or physical acts of violence

- Use of crude/profane language or gestures

Cooperation and support from parents/guardians is essential; both should demonstrate mutual respect. *Parents/guardians who are uncooperative and disrespectful to staff will be asked to make other child care arrangements.*

HEALTH/MEDICAL

If your child has a known medical condition (such as asthma, diabetes, seizure disorder, etc.) please be sure the Site Coordinator knows what to do if a problem should occur during program hours. Please make sure that any medication is available and that the medication authorization form has been completed. Parents should provide the necessary medication to Kids' Club. Kids' Club personnel do not have access to medication that is stored in the nurse's office

Distribution of Medication

Whenever a child is to be given a prescription or over-the-counter medicine, the parent/guardian must provide the program with a completed, signed medical authorization form. The medication must be provided in the original container, accompanied by the doctor's directions.

If a child has any one of the following conditions, the parent/guardian will be notified to pick up the child immediately:

1. Contagious disease
2. Fever over 100 degrees
3. Vomiting or diarrhea
4. Accident requiring medical attention

For minor accidents, staff will carry out immediate and necessary first aid (all staff are certified in CPR/AED and First Aid). In case of an accident or illness, parents will be called. In serious cases, the child will be taken to Liberty Hospital by emergency vehicle for treatment and parents will be called as soon as possible.

In the case your student would have an accident (urine/bm) in their clothing, a parent/guardian will be notified immediately and the child will need to be picked up. We do not have any access to extra clothing or resources to help in this area.

Special Health Needs

If your child has a health need not otherwise specified, please inform the Kids' Club Director. Specialized health care needs will be addressed on an individual basis with the Kids' Club Director and the District Nurse. Once a health care plan is established and staff have been trained, a start date will be provided.

Special Individual Care

Kids' Club is an inclusive program. We embrace similarities and differences in all children. If your child requires one on one services, please contact the Kids' Club office regarding your child. We work cooperatively with families and school faculty to help ensure quality of care and to review any accommodations.

SAFETY

The program will have staff members in charge of a group of children. They shall be responsible for their group's safety at the site location. Children will not be left alone or unsupervised. The program has immediate access to a working telephone in case of emergency. Fire and tornado drills are held throughout the year. Emergency procedures are posted. The program is required by law to report all cases of suspected abuse of a child. This includes reporting parents who appear to be impaired by drugs or alcohol.

All staff are mandated reporters. We are required by law to report any suspicions of abuse or neglect to the proper authorities. Kids' Club staff are not required to discuss their suspicions with guardians prior to reporting the matter to the appropriate authorities.

PROGRAM CHANGES

The Kearney School District reserves the right to cancel, combine, change dates, times, fees, staff or make any other revisions in the program which may become necessary. Advance notice will be provided when possible.

COMMUNICATION

Email: kclub@ksdr1.net or wilmesh@ksdr1.net

Office Phone: 816-628-2946

Kids' Club Site Phones:

Dogwood Site Coordinator – 816-256-9495

Hawthorne Site Coordinator – 816-509-2687

Kearney Elementary Site Coordinator – 816-716-3951

Southview Site Coordinator – 816-813-5466

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