

# Kid Space Summer Handbook

## Welcome To Kid Space!

Dear Parents,

Welcome to Kid Space! We're so excited to have your family join our program. At Kid Space, we believe in creating a safe, fun, and engaging environment where kids can grow, learn, and make lasting friendships.

Our team of experienced, certified staff is dedicated to providing your child with enriching activities, supportive care, and unforgettable experiences. Whether they're exploring creative arts, enjoying physical activities, or making new friends, we're here to ensure every moment is meaningful and memorable.

This handbook is designed to give you an overview of our policies, procedures, and what to expect at Kid Space. We value open communication and encourage you to reach out with any questions or feedback.

Thank you for trusting us with your child's care. We're looking forward to an amazing Summer !

Shannon Cascio

Owner/Director, Kid Space LLC

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At Kid Space, the safety and well-being of every child in our care is our highest priority. We work diligently to maintain a safe and supervised environment, with structured activities and vigilant oversight by our qualified staff. However, we understand that despite our best efforts, accidents can occasionally happen. In such cases, we are prepared to respond swiftly and appropriately to ensure your child's safety.

## **Staff Training**

All Kid Space staff are certified in First Aid and CPR, equipping them to handle a wide range of minor injuries and emergencies with confidence and professionalism.

## **When an Injury Occurs**

### **1. Minor Injuries:**

- For minor bumps, scrapes, or other non-severe injuries, our trained staff will provide appropriate first aid.
- Parents will be notified by phone of the injury and any care given. This ensures you're always informed, even for minor incidents.

### **2. More Serious Injuries:**

- If an injury requires additional care beyond first aid, our safety plan includes contacting EMS immediately.
- In such cases, parents will be notified as soon as possible to coordinate next steps and ensure you are fully informed.

## **Incident Reports**

- An Incident Report will be completed for any injury that occurs, regardless of severity. This report will document:
  - The nature of the injury.
  - How the incident occurred.
  - First aid provided.
  - Any follow-up actions taken.
- A copy of the Incident Report will be shared with parents, and a staff member will review it with you at pickup or as soon as possible.

## Commitment to Safety

While we cannot eliminate every risk, we continuously evaluate and improve our safety measures to provide the best care possible. We appreciate your trust and partnership in maintaining a safe, fun, and nurturing environment for your child.

If you have any questions or concerns about our safety policies, please don't hesitate to reach out to us.

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# Behavior Policy

## Code Of Conduct & Bullying

At Kid Space, we are committed to fostering a safe, welcoming environment where all children can thrive. We define bullying as any intentional behavior—verbal, physical, or social—that seeks to harm, intimidate, or exclude others. This includes name-calling, physical aggression, or repeated unkind actions meant to hurt or isolate another child.

We take a proactive approach to prevent bullying by setting clear expectations for kindness, respect, and cooperation. From day one, we make it clear that name-calling or hands-on behavior of any kind is not tolerated. We encourage open communication, reminding students to speak with staff immediately if they feel upset or have concerns about interactions with others. By creating a positive, inclusive atmosphere, bullying behavior finds no foothold at Kid Space—it simply doesn't work here.

If bullying does occur, we address it promptly and thoughtfully. An incident report is always written, and parents of all children involved are contacted to ensure transparency and collaboration. If the behavior persists, further action will be taken, which may include suspension or expulsion from the program.

At Kid Space, every child deserves to feel safe and valued, and we are dedicated to ensuring this is the reality for everyone in our care.

## Offensive Language

As children grow and test boundaries, they may experiment with language. However, at Kid Space, we maintain a zero-tolerance policy for the use of inappropriate or offensive language, including cursing. Our program is committed to fostering a positive and respectful environment for all students, and the use of bad language does not align with these values.

If a child uses inappropriate language, the following steps will be taken:

1. First Offense: Staff will address the behavior directly with the child, reminding them of our expectations and why respectful language is important. An incident report will also be written, and parents will be notified.

2. **Repeated Offenses:** Continued use of inappropriate language may result in further consequences, such as suspension or, in severe cases, expulsion from the program.

We appreciate parents supporting us in reinforcing the importance of respectful communication. Together, we can help children navigate these boundaries in a positive way while ensuring Kid Space remains a safe and welcoming environment for everyone.

### **Behavior Policy: Physical Contact, Disrespect, and Unsafe Behavior**

At Kid Space, we strive to create a safe, respectful, and positive environment for all children and staff. To maintain this standard, we enforce clear expectations regarding behavior and safety.

#### **Prohibited Behaviors**

The following behaviors are not tolerated and will result in immediate action:

- **Repeated Physical Contact with Others:** Any form of intentional physical aggression or harmful contact toward peers or staff will lead to disciplinary action, including removal from the program if offenses persist.
- **Disrespect Toward Staff:** Disrespectful language, gestures, or actions directed at staff members are unacceptable and will be addressed promptly.
- **Unsafe Behavior:** Actions that compromise the safety of others in the building, in the van, or during field trips will not be tolerated.

#### **Immediate Removal for Unsafe Behavior**

If, at any time, your child's behavior becomes unsafe for themselves, other students, or staff, you will be contacted and required to pick them up immediately. Ensuring the safety of all participants and staff is our top priority, and we reserve the right to take this step to prevent harm or disruption.

#### **Incident Reports and Consequences**

##### **1. Incident Reports:**

- For any behavior that violates this policy, an Incident Report will be completed and sent home. This report will outline the details of the incident and any actions taken.

##### **2. Disciplinary Actions:**

- Students who exhibit repeated offenses or serious behavior issues may face suspension or expulsion from the program.
- Depending on the severity of the behavior, suspension or expulsion may occur without advance notice to ensure the safety and well-being of all participants.

We are committed to working with parents to address concerns and support positive behavior. However, maintaining a safe and respectful environment is our top priority. We appreciate your partnership in reinforcing these expectations and ensuring a great experience for all students at Kid Space.

For questions or concerns about this policy, please contact us directly.

## Celebrations and Outside Food for Groups

At Kid Space, we appreciate the thoughtfulness of parents who want to celebrate their child's special occasions with their group. However, due to the size of our program and the variety of dietary needs among our students, we have specific guidelines regarding outside food.

Our mixed snack and lunch groups can range from 35 to 50 students, which makes it difficult for parents to provide enough food for everyone. Additionally, we take food allergies very seriously and strive to create an environment where all students can safely enjoy their meals.

To accommodate celebrations while maintaining safety and inclusivity:

- **Special Occasions:** Parents may bring in store-bought cookies or similar treats for a child's birthday or other milestones. We kindly ask that parents also provide an allergy-conscious alternative (e.g., nut-free or gluten-free cookies) to accommodate students with allergies. Staff can assist in determining how many allergy-conscious treats are needed.
- **Pizza Lunches sponsored by parents:** Due to the challenges of accommodating large groups and varying allergies, we are unable to allow parents to provide pizza or similar meals for student groups.

We understand that these guidelines may feel limiting, but they are in place to ensure fairness, safety, and inclusivity for all students. Thank you for understanding and working with us to create a fun and welcoming experience for everyone!

# Field Trip Requirements & Safety

Field trips are an exciting part of the Kid Space experience, but to ensure safety and organization, the following requirements must be met:

## Eligibility for Field Trips

- Field trips are available only to full-time students enrolled for the week that trips are scheduled.
- Drop-in students will not participate in trips due to space limitations and advanced planning requirements.

## Field Trip Day Procedures

- Check-in Time: All students must be checked into the building by 8:15 AM on field trip days. This allows staff to complete rosters, assign drivers, and prepare for a timely departure.
- Kid Space T-Shirts: Students are required to wear their Kid Space t-shirt on field trips for easy identification.
- Closed-Toed Shoes: Students must wear closed-toed shoes such as sneakers.

**Crocs are not allowed on Field trip days ... open-toed footwear is also not allowed.**

- Water Bottles: Each student must bring a water bottle to stay hydrated during the trip.
- Booster Seats:
- Kid Space provides booster seats for children under the age of 6.
- If you would like your child over age 6 to use a booster seat, please inform the staff.

## Field Trip Safety Protocols

- Staff Supervision: Students are always with a Kid Space staff member during trips.
- Rosters and Attendance: Staff use rosters to check students in and out of vehicles and during trip activities to ensure everyone is accounted for at all times.
- Certified Staff and Drivers:
- The same experienced, certified staff you trust in the building will accompany students on trips.
- Our drivers hold required physicals, and all staff are certified in CPR and First Aid.

# Lunch and Snack Information

Lunch is an important part of our camp day, providing students with the energy they need for all the fun and activities we have planned! Here's everything you need to know about lunches at Kid Space:

## Lunch Timing

- Lunch takes place between 11:00 AM and 12:30 PM, depending on the group schedule.

## What to Bring

- Packed Lunch: Students should arrive at camp with a lunch packed in a lunchbox.
  - Ice Packs: Please include ice packs if needed, as we are unable to refrigerate lunches due to space constraints.
  - No Heating: We are unable to heat lunches, so please pack items that can be enjoyed cold or at room temperature.
  - Utensils: Be sure to include any utensils your child may need, such as spoons or forks, as we are unable to provide these.

## What Not to Bring

To maintain a health-conscious environment, the following items are not permitted:

- Candy
- Soda

## Food Deliveries

- **No Food Deliveries:** Lunches may not be delivered later in the day via services like Uber Eats or similar platforms. All students must arrive at camp with their lunch prepared and ready to go.

# Tuition and Payment Policies

To help families plan and stay on schedule, here are our key tuition guidelines:

**Weekly tuition is due by the Friday before the upcoming week** (e.g., pay for Week 3 by the Friday of Week 2)

Tuition is considered **late after close of business on Monday (6:30 PM)**

A late fee of \$20 will be added to tuition not received by Monday evening at 6:30pm

## **Payment Options**

We offer several easy payment methods:

- **Preferred:** Zelle (send to **772-340-2140**)
- Online payment link on our website
- Cash or card at the front desk
- **Autopay:** Parents may enroll in weekly autopay using our card authorization form (available online starting May 1)

Please make payments early to avoid processing delays at check-in time.

## **Summer Camp = Contract**

Enrollment in summer camp is a **contract**. You are responsible for payment for your selected weeks, even if your child does not attend.

# Drop off & Pick up

At Kid Space, we are open from **6:30 AM to 6:30 PM**, and families are welcome to drop off or pick up at any time within that 12-hour window. We offer two location options for drop-off and pick-up, each with its own time windows to help maintain a smooth flow of traffic and safety.

### ◆ **Drop-Off Guidelines**

- **Front Lobby Drop-Off:** Available anytime during our open hours (6:30 AM–6:30 PM)

If families would like to use our **side door** for added convenience, they may do so between **7:30 AM and 9:00 AM for drop-off**, and again **between 4:00 PM and 6:00 PM for afternoon pick-up**.

Please pack your patience! Summer mornings and afternoons can be especially busy with new campers and families asking questions at the front desk.

### ◆ **Pick-Up Procedures**

- **Front Lobby Pick-Up:** Available anytime during our open hours (6:30 AM–6:30 PM)
- **Side Door Pick-Up:** Available **only between 4:00 PM and 6:00 PM** for afternoon convenience
  - Please **text 772-340-2145** about **10 minutes before your arrival**
  - A staff member will walk your child to the side door
  - Your child will be released **once a guardian is visibly present** at the curb



All other pick-ups outside of the 4–6 PM window must be done through the **front lobby**.

## **Late Pick-Up Policy**

We close promptly at **6:30 PM**.

- Families arriving **after 6:35 PM** will be charged **\$1 per minute**, billed to your card on file or added to your next tuition payment.
- **Repeated late pick-ups** may result in a meeting with the director and could lead to discontinuation of services.

We understand life happens — and we'll always work with you in emergencies. But timely pick-up is essential to support both our team and all campers.

## **Van Behavior & Transportation Rules**

We maintain high standards of safety while transporting students to and from schools, field trips, and camp activities. Riding the van is a privilege, and children are expected to follow these rules:

- **Booster seats** are used for all children under the age of 6
- **Seatbelts must remain buckled** at all times until released by the driver
- All students must:
  - **Face forward** while the vehicle is moving
  - **Keep hands and feet to themselves**
  - **Use indoor voices**
  - **Follow directions** from staff and drivers the first time they are given
  - **Be kind and respectful** to others

Children who do not follow van expectations may lose the privilege to attend field trips or be transported by Kid Space staff.

Our goal is to ensure every ride is safe, calm, and respectful for all passengers and drivers.

# Program Overview

## **Summer Camp**

Full-day program for K–8th grade with rotating activity rooms, field trips, guest visitors, and enrichment including art, science, drama, and martial arts. Campers must arrive by **8:15 AM** on field trip days.

## **Before & Aftercare**

School-year care includes morning care (6:30 AM–school start) and aftercare (school release–6:30 PM). Includes transport, homework help, and creative play.

## Horse Camp

Runs from **9 AM–12:30 PM** at Wish Me Luck Farms. Available with wraparound care at Kid Space (6:30 AM–6:30 PM). Transportation included. Summer Camp students may add Horse Camp for **\$30/day**.

## Sochin Martial Arts

Martial arts classes are included in summer and afterschool programs. Optional evening belt-track program available for an additional monthly fee.

# Field Trip Days

## Field Trip Days

Campers must be checked in by **8:15 AM**. Horse Camp riders using transportation must also arrive by 8:15 AM.


## What to Wear


- Closed-toe shoes like sneakers every day (CROCS will NOT be allowed on Field trip days)
- Kid Space T-shirt on field trip days
- Weather-appropriate clothing

## What to Bring... **REQUIRED DAILY**

- Backpack (serves as daily cubby)
- Labeled lunch (no lunch deliveries allowed)
- Water bottle - disposable is fine if labeled
- Extra clothes, if needed

Lunches must be packed and arrive with your child **at drop-off**. We do **not allow food deliveries for lunch**.

 **Personal Belongings** We recommend leaving toys, electronics, and valuables at home. If brought, they must be clearly labeled. Kid Space is not responsible for lost or damaged items.

 **Group Snacks & Birthdays** Store-bought treats are welcome for celebrations. An allergy-safe alternative must be included. No group pizza or meal deliveries.

# Incident Reports & Parent Communication

We aim to be transparent and proactive. Reports are written when:

- A child has a visible mark or bruise
- A child sits out from an activity due to injury
- A child receives repeated or severe behavior warnings

Band-aids and ice are often provided for emotional comfort, not just injury. In serious cases, parents will be called during the day.

The best ways to stay in the loop are to follow us on Facebook, Instagram, download our app, or check out the announcement board in the front lobby.

If you ever have any questions, please feel free to reach out by text or phone to 772340-2140 Or send an email to [info@kidspacerocks.com](mailto:info@kidspacerocks.com).

Let us know if you have any questions — we're here to partner with you for a safe, fun, and memorable summer!

