

CHARACTER CLUB - POLICIES AND PROCEDURES

/Character Club© is not directly affiliated with the school, it is affiliated with the 7 Degrees of Change Foundation. A not-for-profit that provides the 7 Degrees Character Education Curriculum©, "The Phoenix"©, the Phoenix Characters. Its mission is to provide character programs, philanthropic programs.

HOURS OF OPERATION:

Start time: 6:45 a.m. Close time: 6:00 p.m.

DAYS OF OPERATION:

Before and after Care on school days.

Closed for teacher workdays, marked holidays.

Operate during summer break.

PICK-UP POLICY:

All children must be signed out and picked up only by an adult on the child's "Pick-up List". ID will be required.

SNACKS:

Children may eat a snack provided each afternoon, or bring one of their choice.

ATTENDANCE:

We request a call or an email if your child is going to absent from the program. This is to ensure that your child is where he/she is supposed to be.

MEDICAL:

If your child becomes ill while under our care, or suffers an accident, we will contact the parent immediately, and 911, if necessary. Please keep us informed of any changes in phone numbers so that we may contact you in case of an emergency.

DISCIPLINE AND BEHAVIOR MANAGEMENT POLICY

At Character Club© we want your child to have fun and learn in a safe environment. We want your child to have time to interact with his/her peers in a bully-free environment where each child feels safe and comfortable. Our Discipline and Behavior Management Policy will reflect those goals and intentions. Please take the time to go over these rules with your child and make sure they understand them. Thank you!

Character Club© reserves the right to dismiss any child from the program who's behavior is negatively impacting the other children. Inappropriate language, physical or verbal harassment, and bullying will not be tolerated. Children should not have toys or gaming devices during our program.

Our staff is trained to use various strategies to promote positive behavior.

These strategies include:

- ☐ Modeling appropriate behavior
 - ☐ Setting up the environment to prevent behavior problems
 - ☐ Utilizing good supervision techniques to "step in" when needed
 - ☐ Interacting with the children and keeping them on task
 - ☐ Providing various materials and activities
- Occasionally, children will have behavior issues, and our staff has strategies to get them back on track. These strategies include:
- ☐ Getting on the child's level and talking with him/her about the issue
 - ☐ Encouraging children to talk to one another, work out the problem
 - ☐ Removing and talking to a child frustrated with a situation.
 - ☐ Using "positive reinforcement" to recognize those children doing what is expected.

CODE OF CONDUCT:

- ☐ If a child is having behavior issues that are more extreme and all other strategies are not working, then the parent may be called or spoken to at pick-up time to address the concern. Small issues will be addressed by the CHARACTER CLUB staff, but bigger issues will be brought to your attention.
- ☐ Bullying will not be tolerated under any circumstances. Please make us aware of any situation going on so that we may address it. We will also keep you informed of any issues we see and notify you if needed.
- ☐ Inappropriate language will not be tolerated. Children are expected to act in a respectful, responsible manner with staff and classmates. Please make us aware of any issues going on so that we may address it. We will also keep you informed of any issues we see and notify you if needed.
- ☐ We expect total cooperation from our parents, in making sure all children are displaying proper behavior and conduct at all times. We also expect that any issues we bring to your attention will be addressed with your child immediately.

CHARACTER CLUB - POLICIES AND PROCEDURES

CODE OF CONDUCT (Continued):

- ☐ Students shall not fight or attempt to cause bodily harm to another student through physical contact. If a student is attempting to involve another student in a fight, the other student should walk away and report it to a teacher, assistant managing director or managing director. If a student is a victim of a sudden unprovoked attack or fight, he or she may defend himself or herself only long enough to disengage from fighting to report it to an appropriate school official. Students who instigate fights will be subject to the same consequences as those who are actually involved in fighting. Consequences: Up to 10 days OSS. Law enforcement may be called.
- ☐ CC is authorized to capture, use, reproduce, and distribute photographs, videos, and other images of students for legitimate educational, promotional, archival, and public relations purposes, subject to parental consent and applicable privacy laws.
- ☐ Any child that does not comply with the rules of our program will be asked to make other arrangement for after-school care.

Three Strikes Character Club Rule:

It is a privilege to attend Character Club on campus and at a great fee for services rendered. It is expected that all student and families present Positive Character and behavioral rule following.

Students attending character club that do not show good behaviors and positive character in following rules will be dismissed permanently from Character Club.

If student or family behaviors are not seen as improved a notice will be sent home and calls will be made on infractions of rules consistent with our program.

Character Club will give three prior notices to families before permanent dismissal, unless the infraction is bodily harm or rules broken consistent for state school laws of 365 day suspensions; as noted in school handbooks.

In these issues (No notice) will be given for permanent dismissal from Character Club. These notices are meant to give lead times to find new services since things are not working for everyone involved. If you receive a notice please note that three is an automated dismissal.

ILLNESS AND MEDICATION POLICIES

At CHARACTER CLUB, we strive to provide a safe and healthy environment for all children. Our policies reflect our goal of keeping our kids and our staff healthy and happy.

- ☐ We follow a 24-hour exclusion policy for most illnesses, such as fever, diarrhea, vomiting, strep, and other contagious illnesses. This means that your child

must be FREE of all of these things for 24 hours

BEFORE returning to the program.

- ☐ Children with head lice may not return until the child has been treated and nit free.

- ☐ Any child with chicken pox or hand, foot, and mouth syndrome will be excluded until all lesions are dry and crusted over.

- ☐ We will always call to inform you if your child has any of these illnesses or in the case of them not feeling well.

- ☐ If your child has a medication that will need to be administered during CHARACTER CLUB, you must fill out the proper form before it can be administered.

- ☐ We will only administer prescription medications. The medication must have the Pharmacist's label which lists the child's name, date the prescription was filled, the physician's name, the name of the medication, and the directions for dosage.

- ☐ Medications will not be dispensed after the expiration date or the date specified on the label.

- ☐ All medications must be picked up when treatment ends or they will be properly discarded.

- ☐ All medications will be locked up and stored away from the children. Only an administrator will dispense medications and document doing so.

FEE STRUCTURE

Tuition will be paid through the Brightwheel© app on Friday for the upcoming week. Weekly tuition remains the same regardless of whether your child is in attendance or not, teacher workdays or holidays, with the exception of winter and spring break weeks. There is no charge for those weeks. Family discounts available.

	<u>Weekly</u>	<u>Drop in</u>
Before School:	\$25	\$10 (AM)
After School	\$68	\$18 (PM) 3 Day min fee
Before & After School	\$88	
Extended-Day	\$25	
Curriculum/Books K-3	\$25 (divided over 5 payments)	

I understand the CHARACTER CLUB Policies and Procedures, Illness and Medication Policies, and the Discipline and Behavior Management Policy. I agree to abide by these policies and that they may be modified at any time by CC and will be notified as such through Brightwheel©. I also agree to keep CHARACTER CLUB informed of any changes in phone numbers so that I may be reached in the case of an emergency.

Student name

Grade

Date

Parent/Gaurdian Name

Parent/Guardian Signature