

Before & After School Handbook



Providing children with excellent care in a safe and Godly atmosphere.

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Welcome To the Place To Be After School

Dear Future Family,

It is with great joy and gratitude that we welcome you to the .beKidZ family. You are joining a community of educators, caregivers, and leaders united by one mission: **providing children with excellent care in a safe and Godly atmosphere.**

At .beKidZ, we believe every child is a unique gift from God. Our role is not only to teach and care for them, but also to model Christ's love, patience, and kindness in everything we do. Every smile you share, every word of encouragement you speak, and every moment you invest in a child's growth leaves a lasting impact, not just for today, but for their future.

The Before & After School Care Program is a ministry of True Vine Christian Center Church and a component of True Vine Christian Academy School.

This handbook is designed to guide you through our policies, expectations, and daily operations. More than a set of rules, it reflects our values and our commitment to excellence in all that we do. Please take time to read it carefully and refer to it whenever needed.

We are excited about the unique gifts and talents you bring to our community. Together, we will continue to build a place where children are safe, loved, and encouraged to grow in faith, knowledge, and character.

Welcome aboard, we are blessed to have you here.

Mission Statement & Core Values

At .beKidZ, our mission is simple yet powerful: **Providing children with excellent care in a safe and Godly atmosphere.**

We are committed to nurturing each child's spiritual, cognitive, and social-emotional growth, equipping them with the knowledge, character, and faith to thrive in life.

B – Be Kind: Show compassion, patience, and understanding to every child, parent, and team member.

E – Exemplify Integrity: Model honesty and strong moral character in all actions.

K – Keep Growing: Commit to personal and professional growth while helping children reach their potential.

I – Inspire Respect: Treat others with dignity and teach by example.

D – Dedicate Yourself: Give your best effort every day, staying committed to our mission.

Z – Serve with Zeal: Bring joy, energy, and passion into your work.

These values are more than words — they are the heart of who we are at .beKidZ.

Who We Serve

We proudly serve up to 70 children from diverse backgrounds from ages 5-12 years of age.

We are honored to serve families from more than 20+ schools across Edmond, Deer Creek, and Oklahoma City Public Schools, providing a safe and nurturing environment where children can thrive.

Here, your child will enjoy free group tutoring, homework help, healthy snacks, engaging recreational activities, and Wi-Fi access. This is *the* place to be after school.

Who Is Our Team

Our Before & After School Program is run by a dedicated team of Supervisors, Team Members, and Drivers. Supervisors guide the daily flow and safety of the program, Team Members provide hands-on care and engaging activities, and Drivers ensure children travel safely to and from school.

Hours of Operation

The .beKidZ Before & After School Program operates Monday through Friday and follows the .beKidZ school calendar, with additional care offered on select non-school days.

Morning Program (Tutoring Program)

- **6:00 AM – 7:30 AM**
- Includes help with homework.

Afternoon Program (Tutoring Program)

- **5:00 PM – 6:00 PM**
- Includes help with homework.

Morning Program (Before School Care)

- **7:30 AM – 8:30 AM**
- Includes breakfast service, supervised free time, and morning activities.

Afternoon Program (After School Care)

- **3:00 PM – 5:00 PM**
- Includes snack time, homework help, group activities, and supervised play.

Please note: Children must be picked up **no later than 6:00 PM**. Late pick-up fees apply after this time. After 6:00 PM, we will follow our \$1 a minute policy. If after 30 minutes, we will take child to the nearest Police Department.

Each school year, the school districts have school improvement days, Fall, Winter, and Spring breaks. We will provide full-day child-care most of the days until 6:00PM on these days for an additional fee.

Weather and Cancellation Procedures

If school is cancelled due to inclement weather, the .beKidZ Before & After School Program will remain open on most days.

- The decision to close the program will be made by the Program Administrator.
- No credits or refunds will be issued for changes in hours of operation or closures due to weather.
- Families will be notified of any closures, delayed openings, or early dismissals through:

- Email
- Text message
- Social media
- Local television stations

Please make sure your contact information is up to date so you receive all notifications promptly. **This is your responsibility as the guardian.**

Absences

If your child will be absent from school, you must notify beKidZ by **2:00 PM** on the day of the absence.

- If we are not contacted and your child is absent, a **\$5.00 fee** will be charged.
- Tuition and fees cannot be adjusted or refunded for days your child is absent.

Prompt communication ensures we can account for all children's safety and adjust our daily operations accordingly.

Enrollment Process

Enrolling your child in the beKidZ Before & After School Program is simple. We encourage families to begin the process early to secure a spot.

Step 1 – Inquiry

Contact us by phone or email to express your interest in our program. Our staff will answer any initial questions and provide information about availability.

Step 2 – Schedule A Visit

Arrange a tour of our facility to meet our staff, see the environment, and learn more about our services.

Step 3 – Complete Application Forms

Fill out all required enrollment forms, including:

- Child's personal information.
- Emergency contact details.
- Medical information and dietary needs.

Step 4 – Finished Required Forms

Provide the following:

- Proof of age
- Immunization records
- Any relevant medical or dietary documentation

Step 5 – Enrollment Confirmation

Once we have received your completed application, documentation, and enrollment fee, we will confirm your child's enrollment and provide a start date.

Program Fees

- **Monthly Tuition:** \$325
- Includes transportation to and from school, a cold breakfast each morning, and an afternoon snack.
- **Enrollment Fee:** \$50 (non-refundable)
- A **\$7 convenience fee** applies to credit card payments
- If payment is not received by the 2nd of the month a \$50 late fee will be applied.

Payment Forms

- **Online:** Secure payment portal
- **Checks:** Payable to **.beKidZ Educational Center**
- **Other Accepted Forms:** Venmo, Zelle, credit card, or cash (required after two returned checks)

Withdrawal & Re-Enrollment Policy

- 30-day written notice is required for withdrawal.
- Tuition will not be prorated for mid-month withdrawal.
- If a child has not attended for one month and tuition has not been paid, enrollment will be terminated.
- Re-enrollment is not guaranteed and will depend on space availability.

Refunds & Returned Checks

- No tuition or fee refunds are given.
- Returned checks incur a **\$50 fee**. The student may not return until the fee is paid.
- After two returned checks, payment must be made by Venmo, Zelle, credit card, or cash.

Sign In & Sign Out Policy

For the safety of all children, the following procedures must be followed each day:

- An **authorized adult** (18 years or older) must sign your child in and out each day.
- All authorized adults must be listed on your child's enrollment application.
- Parents/guardians may update the authorized pick-up list **in person** at any time.
- Changes **cannot** be made by phone or email.
- Any adult picking up a child must:
 1. Be listed on the authorized pick-up form
 2. Present a valid photo ID
- If someone new will be picking up your child:
- You must notify us **in writing** before they arrive.
- Please notify us immediately about any custody changes.

These procedures are in place to ensure the safety and security of every child in our care.

Personal Belongings

To help create a safe and focused environment, we ask that families follow these guidelines regarding personal items brought to the program:

- **Label all items** with your child's name, including jackets, lunch boxes, and water bottles.
- Children should not bring toys, games, electronics, or other personal items from home unless specifically requested for a program activity.
- .beKidZ is not responsible for lost, stolen, or damaged items.
- All personal devices (such as cell phones, tablets, or gaming systems) must remain in backpacks during program hours unless a team member gives permission for use.

- Sports equipment or special activity items may be brought only with prior approval from a supervisor.

By keeping personal belongings to a minimum, we can ensure that all children remain engaged, safe, and free from unnecessary distractions.

Illness & Medication Policy

At .beKidZ, the health and safety of our children and staff is a top priority. To maintain a healthy environment, we follow strict guidelines for illness, communicable diseases, and the administration of medication.

When Children Must Stay Home

Children should remain at home (or will be sent home) if they have any of the following:

- Fever of 100.4°F or higher
- Vomiting or diarrhea within the last 24 hours
- Contagious illnesses such as strep throat, conjunctivitis (pink eye), chickenpox, or COVID-19
- Undiagnosed rashes or skin infections
- Any illness that prevents the child from participating comfortably in daily activities

Children may return when they have been **symptom-free for at least 24 hours without fever-reducing or anti-nausea medication** or with a doctor's written clearance.

Communicable Childhood Diseases

If a child is diagnosed with any of the following, they must have **written clearance from a physician** before returning to school:

- Chickenpox
- Hand, Foot, and Mouth Disease
- Measles
- Mumps
- Pneumonia
- Whooping Cough (Pertussis)
- Pinworms / Scabies
- Ringworm
- Impetigo

- Pink Eye (Conjunctivitis)
- Respiratory Illness (e.g., RSV, Influenza)
- Strep Throat
- Lice

Lice Policy: If a child is suspected to have lice, they must be evaluated and cleared by a medical professional specializing in lice treatment.

A **Completion of Service Certificate** is required before the child may return. Parents may choose to treat lice at home with over-the-counter kits, but the child may not return until they have been seen and cleared by a qualified professional.

Contacts & Safety

Emergency Information Card

- Each parent/guardian must complete an emergency information card at enrollment.
- This card should always contain current phone numbers for someone who can be reached in case of an emergency.
- In the event of a serious medical emergency, .beKidZ staff may request ambulance service to the closest health care facility.

Medication Policy

- No medications will be given without a signed **Medication Release Form**.

Immunization Requirements

- State law requires that child care programs maintain a current immunization record for each child.
- A valid immunization certificate must be submitted within **two weeks of enrollment**, unless an attending physician or the child's parent provides a written exemption.
- If your child does not have an immunization certificate, a special form from the health department or physician must be on file. (exemption form)

Parent Responsibility

- **Parents/guardians are responsible** for updating all emergency, medical, and contact information promptly.
- This ensures our staff can respond quickly in case of illness, injury, or other urgent situations.



B&A HANDBOOK

ACKNOWLEDGMENT

Providing children with excellent care in a safe and Godly atmosphere.

I acknowledge that I have received a copy of the .beKidZ Before & After School Handbook. I understand it is my responsibility to read and become familiar with the policies, procedures, and expectations outlined within it. I understand that:

The handbook contains important information about beKidZ's mission, values, policies, and procedures.

I am expected to comply with all policies, rules, and guidelines contained in the handbook.

.beKidZ reserves the right to change, update, or revise the handbook at any time, and any such changes will be communicated to families.

My child's enrollment in the .beKidZ Before & After School Program is at-will, meaning either I or .beKidZ may end the enrollment at any time, with or without cause or notice, unless otherwise prohibited by law or by the terms outlined in this handbook.

By signing below, I confirm that I have read and understood the contents of the Handbook, and I agree to follow the policies and procedures as a condition of my employment at .beKidZ.

Legal Guardian's Name (Print):

Child's Name (Printed):

Legal Guardian's Signature):

Date:

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