

# **NORTH NODAWAY ELEMENTARY**

Kids Care Handbook  
2023-2024



**PRIDE ● UNITY ● GROWTH**

# Kids Care Handbook

## ***Description of Program***

Kids Care is childcare for Pre-K – Fifth grade students after school hours. The purpose of this program is to provide safe, adult-supervised childcare and reduce the risk that exists for children who are left at home after school due to parents who work and lack reliable childcare.

The Kids Care program will be somewhat structured. There will be opportunities for your child to complete homework, if needed, play games on the computers, participate in open gym play, or quiet activities and games. Often students will have supervised “free play” time; especially when the weather is nice and they can be outside.

We encourage open communication between the Kids Care teachers and the parents. Any time a parent has a concern related to their child or the program they are more than welcome to schedule a conference with the teacher.

## ***Fees and Payment Policy***

Fees will be charged to children who attend Kids Care. Times are determined according to the sign in-out sheets with parent/authorized person using the Kids Care room clock for accurate time. If children/families qualify for the free/reduced fee lunch program, you will also qualify for a reduced Kids Care fee. Fees are as follows:

### **Fee Schedule:**

\$2.00 per hour for each child

### **Reduced Fee Schedule:**

\$1.75 per hour for each child

**A \$10 registration fee per family is required upon enrollment for all families utilizing Kids Care services. This fee is nonrefundable and helps cover the cost of supplies for the program.**

Kids Care bills are available online through Procure to view and make payment. Invoices are generated on a weekly basis through this online platform. Payments are **due upon receipt** and can be paid in the Elementary Office or sent with your child. Any bills carried beyond 2 weeks will be assessed a weekly \$5.00 late fee. **If a bill becomes more than 30 days overdue or becomes in excess of \$50, childcare services will be suspended immediately until all charges are paid in full.**

## ***Health & Safety Policy***

If a child has any one of the following conditions, the parent will be notified to pick up the child immediately: contagious disease, fever of 100°+, vomiting or diarrhea, accident requiring medical attention. In case of an accident or illness, parents of the child will be called immediately. In serious cases, the child will be taken to the local hospital by emergency vehicle for treatment as designated by the parent on the standing orders form filled out during elementary enrollment. Parents will be called as soon as possible.

## ***Hours of Operation***

Kids Care is available Monday through Friday 3:15 p.m. - 4:30 p.m. - throughout the school calendar year except on days that school is dismissed early. Preschool age after school care will be available 3:00-4:30. **The afternoon closing time will be determined by the Kids Care room clock.** Parents whose children remain past 4:30 p.m. will be charged overtime fees as follows: \$5.00 for each child for each additional 15 minutes past 4:30 p.m.

## ***Door Code***

For the safety of our students, school doors are locked at all times. To help make it more convenient for you, we will assign each family enrolled in Kids Care a code to open the door when picking up your child. This code will only work from 3:00-4:30 pm on school days. Any other time you can ring the doorbell.

### ***Medication Distribution***

Whenever a child is to be given a prescription or over-the-counter medicine, the parent must provide the school a completed, signed medication authorization form. The medication must be provided in the original or duplicate container, or a container accompanied by the doctor's directions. If medication is to be kept at the program for treatment of a chronic condition, no more than one-month supply should remain at the program at any time.

### ***Registration & Enrollment***

A child may be registered for the program at any time. Enrollment is available online at the beginning of the school year. Parents who wish for their children to join Kids Care at any point during the school year should notify the office so that dismissal plans may be changed. A code will be assigned and payments discussed at this time. The online enrollment form should be completed before the child may attend the Kids Care program.

Any student that is not picked up by school dismissal time, will automatically be placed in Kids Care and fees will be assessed as appropriate.

The program expects all forms to be kept current. The parent must provide new information to the Kids Care teachers and/or school regarding information on forms such as phone numbers for all contacts including work, cell phone and emergency contacts.

### ***Student Behavior Expectations***

Students will be expected to follow all school rules and procedures as provided by board policy and the elementary student handbook. This is including, but not limited to Board Policy JG and JG-R1. Failure to follow these expectations will result in the following consequences:

1st Offense- Warning. Student will be reminded of the rules and verbally reminded of expectations.

2nd Offense - Safe Seat. Student will sit in a seat separated from the group for an age appropriate amount of time. Again, student will be reminded of the rules and reminded of expectations.

3rd Offense - Letter Home. The Kids Care supervisor will fill out a parent contact form and the student will be removed from all activities for the remainder of the Kids Care session. Students may be sent to the principal, if available. Parents will be notified of the behavior and the letter to sign at pick up.

Quarterly totals of parent contact letters will be monitored.

- 1st letter - teacher student conference
- 2nd letter - teacher-principal-student conference
- 3rd Notes - teacher-principal-parent-student conference

The Kids Care program cannot serve children who display chronically disruptive behavior. All students who are participating have guidelines that need to be followed in order to continue attendance. If a child is showing persistent misbehavior, the child may be discharged from the Kids Care program. Severe offenses, as determined by administration, could trigger immediate dismissal from the program.

### ***Release of Children***

**It is very important that parents sign children out every day.** This must be done in order to ensure the safety of your child. Children will be allowed to leave with persons other than the parent only if permission has been given on the enrollment form; in writing by the parent; or by a phone call from the parent to the office.

### ***Scheduled & Unscheduled No School***

1. **Scheduled and Unscheduled No-School Days** - There will be no program on days when school is not in session.
2. **Unscheduled Early Dismissal Days** – The program will **not be available** on days when school is dismissed early due to weather as we need to ensure the safety of our teachers as well. If school is dismissed early due to water, heating or electrical problems the program will also not be open.

### ***IRS Statements***

The Program will provide a total amount paid towards childcare at the end of each year for tax purposes. We will also provide on this form our taxpayer identification number for the Child Care Expenses Form.