

# Kool Kids



# Club

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Through the use of play, crafts, and games Kool Kids Club provides a dynamic atmosphere where children build positive relationships and strengthen social development. We are a premier provider in state licensed school-age programs with over 25 years of experience.

\*Before and After School   \*Days off School and Snow Days   \* Summers   \* Convenient and Safe   \*Family Friendly Policies

Welcome to Kool Kids Club! We are happy to have you join our club for an annual fee of only \$30 per family. We have several enrollment options available and they are as follows:

**Enrollment Options**

- Before School Care..... \$10/day (AM only)
- After School Care ..... \$10/day (PM only)
- Both Before & After..... \$15/day
- All Day Care..... \$30/day (\$25 each additional child)

For the school day options, you only pay when your child attends. Children must attend at least one or more days in a two-week period to maintain your spot. Failure to attend in 2 weeks will result in losing your spot or having to re-pay the annual \$30 registration fee. Our ratio for school-age kids is 1:18 per state guidelines. We do not allow "drop in" care, we need a schedule, so we know when to expect your child. If your child is not attending on a scheduled day please let us know via text, voicemail, or email.

**Registration**

Contact the site directly via phone, or email to get a proper enrollment packet. **Before** your child may attend, we will need a completed enrollment packet with immunization records, as well as the enrollment fee on site. All children must be fully potty trained to enroll.

**Payment Policy**

Weekly statements are emailed on Fridays. Each family has ONE account with charges and payments (we do not split accounts for any reason) Payment is due the following Monday. We accept cash, checks, or an online payment program called Tuition Express. This option allows you to go online and make a payment, or you can choose to let us pull only the balance due each week. We process the amount due on Monday mornings –typically by 7 am. The amount is then pulled from your account that day. Debit/credit cards are not accepted at this time. Payment is due on Monday. If your payment is not received, a \$30 late fee is applied each Tuesday. There is a \$35 returned check fee. If we get 3 or more returned checks we reserve the right to put your account as cash only. *\*\*State assistance is accepted as a form of payment. You can apply for Wisconsin shares at <https://access.wisconsin.gov/access/>. You are responsible for paying weekly or in advance and for any co-pays acquired.*

We are open daily from 6 am to 6 pm. A late pick up fee will be charged for each child who remains at the center past 6 pm. This goes into effect at 6:01 and is in addition to the normal fees for attendance. The fee is a \$1 per minute for each minute past 6:01 and is due in CASH payable to the teachers who remained with your child. Your child may not be able to attend until the fee is paid.

If your child does not attend on a scheduled day there is NO CHARGE (except for days off). You are only charged for actual days of attendance. Any credits on your account will count towards future charges.

***Note: For summer and days off—you pay for the days you sign up for regardless of attendance.***

All centers are closed on the following holidays:

New Year's Day    Labor Day    Good Friday    Thanksgiving & Friday After  
Memorial Day    Christmas Eve/Christmas Day    July 4th

If one of these days falls on a Saturday then Friday would be the holiday. If the holiday falls on a Sunday, Monday would be the holiday.

## **Daily Schedule:**

(always subject to change daily based on center)

### **Before**

6am-7:30am- Free play/activity or project some days (Breakfast from home)

7:30am- Group game/Free play

8:00am-Clean up for school breakfast/small group game

8:30am-Get ready for school

### **After**

3:30pm-Kids arrive/attendance

3:45pm- snack/homework

4pm-5pm-Group game/Free play or outside

5pm-6pm-Free Play/activity or project some days

Children should be dressed appropriately for the weather. We do like to be outside weather permitting. Proper footwear, such as tennis shoes, allows children to participate on the ball side and outdoor playgrounds.

\*We are not affiliated with any religion, nor are our practices/activities based on any religion.

## **Drop Off/Pick Up Procedure**

Parents MUST walk their child/children into Kool Kids Club to ensure they are safely checked in! Teachers will sign the children in and out on our attendance. We will card any parent or person picking up a child or children we do not know. All pick up persons need to be authorized by the parents on the enrollment forms and will be carded upon entry. If a person who is not written in on the paperwork needs to pick up, a signed note will be allowed for that day. If an unauthorized person arrives to pick up a child, a phone call to the parent will be made. The child will not be allowed to leave with any unauthorized person if parent cannot be reached. You may add or change people on your enrollment forms at anytime. If, for any reason, a parent listed on the enrollment form is NOT allowed to pick up, court documents are required to legally withhold the child from said parent.

If a child is NOT arriving or departing with a parent (or other authorized person) a separate form is needed. (ex: before or after school club, tutoring in the building, etc.)

## **Health Care Policy**

No child who arrives noticeably ill will be admitted for that day. It is recommended that a child is kept home from school if they exhibit any of these symptoms which may indicate a contagious disease:

Fever of 101 degrees (or higher)	Chicken Pox
Vomiting	Constant, Hacking Cough
Earache	Skin Eruptions or Rash
Inflammation of the Eye	Diarrhea
Head Lice	Covid-19

If a child develops any of these symptoms at the center, he/she will be isolated and made as comfortable as possible. Staff will remain within sight and hearing to supervise the isolation area. Parents will be notified to pick up their child within one hour. The child will be permitted to return only after being free of symptoms for 24 hours. A doctor's note may also be required if any of the following conditions exist:

- A child is absent more than five consecutive days due to illness.
- When a child has undergone surgery or has been hospitalized for any reason.
- After the child's recovery from various other conditions such as Impetigo, Head lice, Conjunctivitis and Ringworm.

The child's parent or designated responsible person when a parent cannot be reached, shall be contacted by phone immediately after the illness is discovered, or any serious accident has occurred. Kool Kids Club must have current phone numbers of both parents and a responsible designated person. It is extremely important that these numbers be kept current so we may reach you whenever necessary, not just in an emergency.

If an enrolled child is exposed to or contracts a communicable disease it is essential that this information be reported to Kool Kids Club staff. Information of possible exposure of the children in our center will be posted within the center.

In an emergency medical situation, children will be taken to the emergency department at the local hospital (possibly Hartford or St. Joseph's). Parents will be notified immediately. Any and all head injuries (From major to minor) will be documented and a parent will be notified via phone call immediately. Non-emergency accidents will be notified upon pick up.

\*\*\*\*\*SEE COVID-19 AMMENDMENT BELOW\*\*\*\*\*

## **Medication**

If an enrolled child will need to take medication at the center, a parent must sign a release form allowing any medication (either prescription or over-the-counter) to be administered. The medication must be labeled with specific instructions concerning how and when to give the prescribed dosage. All medications must be in original container and if prescribed by doctor, the same container from the pharmacy with pharmacy label on it. Cough drops and eye drops are considered medication by state guidelines! A teacher can provide you with this form if you need one. Also per state guidelines the children may NOT keep the medicine in their backpack. We are responsible to keep the medicine. We do NOT have access to any school medications and therefore would need separate medications and forms.

## **Meals & Snacks**

Kool Kids Club will provide an after-school snack on school days. On days off, children will need a bag lunch. Meals must contain a protein, grains, and fruit or vegetable. (Well-balanced meal per USDA regulations) Milk and utensils are available for breakfast and lunch. Each day children may bring breakfast from home (must be eaten before 7:30 am to not conflict with school breakfast program) or participate in the school district breakfast program. No food may be stored at Kool Kids Club due to lack of space.

## **Weather Closing**

In the event of extreme inclement weather, it is possible Kool Kids Club may be closed at all locations. We will normally be open on all snow days at the Jackson or Slinger Elementary School unless it is announced on WTMJ-620 AM or WTMJ4 news.

When there is a late start or early release to a school day we will be remain open until school starts or open early when school is released- at NO ADDITIONAL CHARGE! No worries!

## **Discharge Policy**

Parents requesting termination: A one-week written notice is requested.

Center Termination: If all responsible efforts by the center have been made to accommodate the needs of an individual child, but have failed, termination will follow. A refund will be given for time not used by the child.

Uncooperative Parents: After written notification the following can lead to termination:

Failure to pay fees	Unclean or unsanitary children
Failure to submit forms	Soliciting staff for personal gain
Failure to follow policies	during employee's work hours

## **Abuse**

It is the policy of Kool Kids Club that no child will be released to an adult that shows signs of drug and alcohol use. If such an event should occur, the staff at the center will contact the next available adult listed on the registration form.

Kool Kids Club is required by law to report any sign of neglect or abuse of the children in our care and will promptly do so. We are liable, as day care professionals, for this responsibility and can be fined or jailed for failure to comply.

## **Behavioral Challenges**

If a child for any reason cannot stay within our designated spaces at any given time, 1 verbal warning will be given before removal from the program. Safety of all our children is the most important thing to us. Having children unable to stay in our space is harmful to them and all other children in our program. Other problematic behavior, such as disrespect towards teachers or causing harm to another child, will be verbally discussed with parents first. If problem continues after many and all efforts to correct are exhausted, a written warning for removal from the program will be given.

## **Confidentiality of Child Records**

All persons having access to children's records may not discuss or disclose personal information regarding the children or family. This does not apply to the parent or person authorized in writing by the parent to receive such information.

\*Child photos will not be used for any reason unless a consent form is filled out by the parents

## **Personal Property**

We do not allow electronic devices to be used at our centers. **Kool Kids Club is not responsible for lost or stolen items.** Please do not send any items of value.

\*There are no pets allowed inside the buildings, or near the children.

### **Sick Child Policy Amendment: COVID-19**

The safety and wellbeing of all staff, children, and the families at Kool Kids Club continues to be of utmost importance to us. We always commit to taking all precautions toward keeping children and staff safe and healthy, including the current time of the COVID-19 outbreak. Following this additional sick child policy will help Kool Kids Club to do this.

Children will be monitored for signs or symptoms of COVID-19 daily. **Children will be asked to stay home or return home if any of the following applies:**

- Have a fever of 100.4 or higher
- Have had a fever of 100.4 or higher or other potential symptoms of COVID-19, such as shortness of breath or persistent dry cough, within the last 72 hours
- Have come in contact with others who have COVID-19

### **To prevent the spread of COVID-19:**

- Children with signs/symptoms of COVID-19 or who have been exposed to others with COVID-19 will be asked to stay home
- Children who develop signs/symptoms of COVID-19 while at the program will be immediately separated from others and the program staff will contact the family member and/or emergency contact to pick the child up
- We encourage families to practice frequent handwashing at home
- Kool Kids Club will practice hand washing before meals and snacks, after outdoor play, after using the bathroom, prior to going home, after nose blowing or assisting a child with blowing their nose, coughing, or sneezing
- Cover cough and sneezes with tissues, throw tissues in the trash, and clean hands with soap and water or hand sanitizer (if soap and water is not readily available)
- Clean and disinfect frequently touched surfaces at least daily, including tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks

**If an enrolled child or employee tests positive for COVID-19:**

- The local public health department and the Department of Children and Families Bureau of Early Care Regulation will be contacted. Kool Kids Club will follow their guidance for next steps
- The program will post and notify families of any confirmed staff or child cases of COVID-19

**Returning to a child care facility after suspected COVID-19 symptoms**

If a staff member or child has symptoms of COVID-19 or is in close contact of someone with COVID-19, they can return to the child care facility if the following conditions are met:

- If an individual has a fever, cough or shortness of breath and has not been around anyone who has been diagnosed with COVID-19, they can return to the center no sooner than 72 hours after the fever is gone (without the use of fever-reducing medication) and symptoms get better. If the person's symptoms worsen, they should contact their healthcare provider to determine if they should be tested for COVID-19.
- If an individual is diagnosed with COVID-19, they must remain out of the program for a minimum of 7 days after the onset of first symptoms. They may return under the following conditions:
  - If they had a fever: 3 days after the fever ends without the use of fever-reducing medication AND there is improvement in their initial symptoms (e.g. cough, shortness of breath)
  - If they did not have a fever: 3 days after they see an improvement in their initial symptoms (e.g. cough, shortness of breath)