

Kids INC.



SIOUX FALLS SCHOOL DISTRICT
AFTER SCHOOL
ENRICHMENT
PROGRAM

Parent Handbook

2016-2017 School Year



*“To educate and prepare each student
to succeed in a changing world”*

We value your input.

Should you have suggestions, questions or concerns about the program, please call:

Kids Inc. Office: 367-4424
Program Manager: 367-4491

Office hours: Monday-Friday
8:00 am – 5:00 pm

Kids Inc. Site Information

Hours of Operation: After school until 6:00 pm

School Name	Address	Phone #	E-mail Address
All City	2511 W. Brookings St.	Ph: 215-2232	allcityjaneaddamskidsinc.sfsd@k12.sd.us
Cleveland	1000 S. Edward Dr.	Ph: 215-2233	clevelandkidsinc.sfsd@k12.sd.us
Discovery	1506 Discovery Ave.	Ph: 201-7717	discoverykidsinc.sfsd@k12.sd.us
Harvey Dunn	2400 S. Bahnson Ave.	Ph: 496-5546	harveydunnkidsinc.sfsd@k12.sd.us
Eugene Field	501 S Highland Ave.	Ph: 201-7708	eugenefieldkidsinc.sfsd@k12.sd.us
Robert Frost	3101 S. Fourth Ave.	Ph: 201-8344	robertfrostkidsinc.sfsd@k12.sd.us
Garfield	2421 W. 15 th St.	Ph: 215-2234	garfieldkidsinc.sfsd@k12.sd.us
Hawthorne	601 N Spring Ave.	Ph: 201-7705	hawthornekidsinc.sfsd@k12.sd.us
Hayward	400 N. Valley View Rd	Ph: 215-2235	haywardkidsinc.sfsd@k12.sd.us
Oscar Howe	2801 Valley View Rd.	Ph: 201-7718	oscarhowekidsinc.sfsd@k12.sd.us
JFK	4501 S. Holbrook Ave.	Ph: 215-2237	johnkennedykidsinc.sfsd@k12.sd.us
John Harris	3501 E. 49th St.	Ph: 215-2238	johnharriskidsinc.sfsd@k12.sd.us
Laura B. Anderson	1600 N Wayland Ave.	Ph: 201-7712	lbakidsinc.sfsd@k12.sd.us
Lowell	710 W 18th St.	Ph: 201-7715	lowellkidsinc.sfsd@k12.sd.us
Rosa Parks	5701 E Red Oak Dr.	Ph: 201-5628	rosaparkskidsinc.sfsd@k12.sd.us
R.F. Pettigrew	7900 W. 53 rd St.	Ph: 212-3754	rfpettigrewkidsinc.sfsd@k12.sd.us
Terry Redlin	1721 E Austin St.	Ph: 201-7721	terryredlinkidsinc.sfsd@k12.sd.us
Renberg	47260 258 th St.	Ph: 951-4347	renbergkidsinc.sfsd@k12.sd.us
Sonia Sotomayor	1510 S Lake Ave.	Ph: 201-7706	soniasotomayorkidsinc.sfsd@k12.sd.us
Anne Sullivan	3701 E 3rd St.	Ph: 201-1490	annesullivankidsinc.sfsd@k12.sd.us
Susan B. Anthony	2000 S. Dakota Ave.	Ph: 201-7716	susanbanthonykidsinc.sfsd@k12.sd.us
Laura Wilder	2300 S Lyndale Ave.	Ph: 201-7709	laurawilderkidsinc.sfsd@k12.sd.us

The numbers listed above are on-site cell phones that are turned on daily at **2:00pm**. No voicemail is set up on these phones to ensure a message is not missed. If you need immediate assistance, please call the Kids Inc. Office at **367-4424**.

Welcome to Kids Inc.

Kids Inc. After School Enrichment program, under the supervision of the Elementary Curriculum Coordinator, is a school based enrichment and academic support program that provides safe, quality care and embedded learning for children during the after school hours. The complementary learning environment at Kids Inc. is designed for children, kindergarten through fifth grade, who will benefit from enrichment activities in groups with a 15 to 1 ratio. We are happy to make reasonable accommodations for children as long as we are able to maintain our 15 to 1 staffing ratio.

Overall, our enrichment program strives to be fun, challenging, and inviting and to use innovative ideas and activities to promote children’s learning. The program is conducted and planned by a staff trained to meet the needs of children and to provide positive adult role models.

<p style="text-align: center;"><u>Program Hours:</u> After school — 6:00 pm</p> <p style="text-align: center;"><u>Schedule Highlighting</u></p> <ul style="list-style-type: none"> · Arrival/check in <li style="padding-left: 20px;">· Snack · Gym/Recreation · Learning centers · Library/Reading · Math Activities · Science Experiments <ul style="list-style-type: none"> · Team building · Character building · Homework opportunity 	<p style="text-align: center;"><u>Learning Resources:</u></p> <ul style="list-style-type: none"> · <i>Science Explorers; Center Stage Science</i> Investigate—Predict—Explore · <i>Reader’s Theater; Crayola Dream Makers</i> Imagine—Create—Design · <i>Kidz Math; Center Stage Math</i> Problem solve—Strategize—Reason · <i>Kidz Lit; Center Stage Literacy</i> Fun stories—Cool Words—Share ideas · <i>Time to Enrich; Olweus Bullying Prevention</i> Friendship—Respect—Citizenship · <i>SPARK; Re-Charge</i> Sports—Play—Active Recreation
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Notice of Non-Discrimination

Sioux Falls School District 49-5 does not discriminate in its policies, employment practices, programs and activities on the basis of race, color, creed, religion, age, gender (including pregnancy), sexual orientation, disability, national origin or ancestry, military/veteran status, genetic information or any other category protected by law. Inquiries concerning equal opportunity/nondiscrimination or retaliation including Title VI, Title VII, or Title IX may be referred to the Civil Rights Officer, Kate Bartell Nowak-In House Counsel, at the Instructional Planning Center, 201 East 38th Street, Sioux Falls, SD 57105. Relay Services for Hearing Impaired: Dial 711, then the desired number.

Suspected Child Abuse

Kids Inc. personnel are mandatory child abuse reporters and will immediately report suspected incidents of child abuse to Child Protection Services or law enforcement officials. In the event of a staff member being accused of child abuse or neglect, an investigation and appropriate action will be taken by program administration.

Rates & Eligibility

The first time you register your child for Kids Inc., you will pay a one-time, non-refundable enrollment fee of \$20 per child. The one-time fee helps cover the cost of the enrollment process. The bi-weekly tuition rates per child are as follows:

Regular Bi-weekly Rate	\$80.00
Reduced Lunch Rate*	\$65.00
Free Lunch Rate*	\$49.00
Headstart Rate**	\$29.00

***Proof of eligibility** is required for free or reduced tuition rates. You must complete the Child Nutrition consent form that allows your eligibility status to be shared with Kids Inc. Forms are located in the Kids Inc. office. Please notify Kids Inc. office staff if you have a change in eligibility as we do not always catch that information right away.

**Kids Inc. will verify headstart rate.

State Child Care Assistance is also accepted. You will be responsible for the bi-weekly fees until we receive a certificate from the state for your child(ren). If necessary, a refund will be given if your certificate covers time you paid for.

Payments

Bi-weekly payments are due on the dates noted on the payment calendar located in the back of this parent handbook.

Friday payments are always covering the upcoming weeks of care and cannot be prorated.

Automatic Withdrawal *Preferred method:

You may provide your checking or savings account information to the Kids Inc. office to set up automatic withdrawal.

Payments will be deducted according to the Kids Inc. payment calendar. Changes to your

automatic payments must be made by the *Wednesday* before the payment is deducted. No changes can be made after this.

Bank returned payments will necessitate an additional \$15.00 charge. Three returned payments will result in dismissal of your child(ren) from the program for the remainder of the year.

Online Payments: If you are not set up on automatic withdrawal you may pay online with a debit or credit card. This is not something that can be scheduled as a recurring payment option but you may go online each time and initiate the payment prior to the payment day. Contact the Kids Inc. office to obtain the login directions for this.

Cash or Check: Cash or check payments are ONLY accepted at our main office (201 E 38th St). No payments are accepted at the sites under any circumstances. Checks may be made payable to Kids Inc. and cash should be exact as the receptionist does not typically have change.

Please keep your account current.

Payments are due by the Friday payment deadlines noted on the payment calendar located at the back of this handbook.

--If you fail to make a payment by the deadline a \$10 late fee will be applied to your account. We will mail you a letter notifying you of your late payment.

Payment must be received by the date noted on the late payment letter or your child(ren) will be dismissed from the program.

--If you make 3 late payments you will be required to set up automatic withdrawal from a checking or savings account. If you are unable or unwilling to do this, your

child(ren) will be removed from the program.

Permanent dismissal from Kids Inc. will occur if you have exceeded the 3 late payments policy AND exceeded the 3 returned payments policy, this includes any future enrollment of other children with the Kids Inc. program. If you are experiencing personal or financial difficulties which affect your participation in Kids Inc., please call 367-4424 and we would be happy to make accommodations, if possible.

Credit for Absences?

Kids Inc. cannot deduct for days missed. Your fee pays for direct operating costs; i.e. staff, snacks, crafts and program supplies. When you enroll, you are reserving the time, space, staff and provisions for your child, whether he/she attends or not. Kids Inc. only offers full time after school services.

Receipts

Receipts will be sent via e-mail after each payment. Please contact the Kids Inc. office to verify your e-mail address. Annual receipts will be mailed to your home address for tax purposes by no later than Jan. 31st.

Future Enrollment with Kids Inc.

Each year you will have to re-enroll your child(ren) for the upcoming school year. This typically happens after the first of January. Whoever picks up will sign saying they received the enrollment form & it will then be YOUR responsibility to turn that form & appropriate payment into the Kids Inc. office to ensure your kids have care for the next school year. We always have to reserve some spaces for new children so it is NOT a guarantee that your child(ren) will

get a spot for the upcoming school year which is why we stress first come, first serve.

Withdrawal

If you wish to withdraw your child(ren) from the Kids Inc. program you MUST contact the Kids Inc. office by the *Wednesday* prior to the next payment date in order to ensure you are not billed for the next bi-weekly fee.

Please note: fees are not pro-rated if your child's last day is in the middle of a bi-weekly period.

The staff at the site are not responsible for relaying information to the Kids Inc. office. It is the parent/guardian's responsibility to notify the Kids Inc. office of withdrawals.

If Your Child will be Absent From Kids Inc.

Our primary goal at Kids Inc. is to keep your child(ren) **safe**. That means we MUST know where every child is every day.

1. If your child(ren) will not be attending Kids Inc. or will be late on a particular day (doctor's appointment, riding the bus home, etc.) please call or e-mail the Site Coordinator stating the change. When arriving to Kids Inc. late, the parent must bring the child into the building and sign them in.
2. In the event of a last-minute, unexpected absence from Kids Inc., please call the Site Coordinator's cell phone prior to 2:45. **Site cell phones are turned on by 2:00 pm daily. The cell phones do not have voicemail in order to ensure the staff do not miss a message.**
3. If you are unable to reach the site, please call the Kids Inc. office at 367-4424.

Sign In/Out Policy

Children must check in upon arrival.

Children will NOT be allowed to:

- WAIT FOR PARENTS IN THE PARKING LOT
- WALK HOME
- RIDE THEIR BIKE HOME

Parents or other authorized people must come into the building and sign out the child(ren) daily. RELEASE of a child will only be to a parent/guardian or those listed under the emergency contacts on your current enrollment form. The Site Coordinator is to be notified in writing, when possible, of any changes. If there is an unusual restriction as to the parent not being allowed to visit or pick up a child by court order, the guardian must note this on the enrollment form and direct the Site Coordinator in writing as to the circumstances. Kids Inc. will need a copy of this court order for legal purposes.

Safety Policy

ALL children must be accounted for within the first 15 minutes of the program. When a child is expected at Kids Inc. but does not arrive, the Site Coordinator will take the following steps:

1. Check the school absence list
2. Check the child's classroom
3. Call the parent(s)
4. Call the emergency contact numbers that have been provided
5. Dial 9-1-1

All of these safety steps are needed to keep children safe. The time it takes our staff to locate your child pulls them away from their other duties and puts other children's safety at risk. In this instance we would charge a **Safety Policy Fee**. We will implement the following fees:

1st time = \$10 charge

2nd time = \$10 charge

3rd time = removal from program

Safety policy fees may also be charged if an authorized person continually forgets their security badge to enter the building. This requires a staff member to be pulled out of ratio. Security badges are discussed later in this handbook.

Late Pick-Up

Closing time is promptly at 6:00 pm. All children must be picked up by closing time. If there is a problem and you know you will be late, please make arrangements for someone on your authorized release list to pick up your child by 6:00 pm.

You will be charged \$10.00 for 1-15 minutes late; and an additional \$1.00 for each minute thereafter. You will be asked to sign a form verifying the pick up time with the school clock and the late fee will be added to your bill.

Our staff is required to remain with your child(ren) until 6:00 pm. Unless the staff has been contacted by you, they will begin calling names on the emergency form at closing time.

If the parent/guardian or emergency contact cannot be reached, the staff person will call 911 and the child will be transported by an officer to Children's Inn, 409 N Western Ave., 338-4880. A note to this effect will be attached to the pick up door. The parent is then responsible for picking up the child from Children's Inn.

The third late pick-up will result in the dismissal from the Kids Inc. program for the remainder of the year.

If teachers request your child to help in their classroom after school, they will need

to sign your child out of Kids Inc. and sign them back in when they return them to Kids Inc. care as it is essential we know where children are at all times. If you do not want teachers to sign out your child, please let the Site Coordinator know.

Payment Policy for Late Pick-Up & Safety Policy Fees

If you are set up on automatic payments, the fee will be automatically deducted from your account on the next payment day. If you are not on the automatic payment system, you must pay your fee to the Kids Inc. office by the next payment day.

Termination of Service

Services will be terminated for the remainder of the school year if:

- a child is not following the discipline plan outlined on page 8 in this handbook
- the Kids Inc. office receives three late payments or your balance is unpaid by the deadline listed on the late payment letter you receive
- the Kids Inc. office receives three returned payments
- a 3rd late pick-up or safety policy occurs

Services will be terminated permanently if:

- a family exceeds the 3 late payments AND the 3 returned payments.
- Parents demonstrate a pattern of abusive language and/or inappropriate scenes or disturbances to children, staff or other adults.

In such instances, you will be contacted by the Kids Inc. Program Manager and/or the

Site Coordinator prior to action being taken.

**The Kids Inc. Administration reserves the right to terminate service at any time on a case by case basis.*

Security Badges

All of our schools are now equipped for a secure entrance during Kids Inc. time. Each Kids Inc. family will be issued 2 security badges. Your security badge will need to be used to enter the building at the front entrance of the building. The first 2 badges will be issued to you free of charge and any additional cards you want will need to be purchased with a \$5 security deposit per badge at the Kids Inc. office. That security deposit is refundable as long as you return your cards. If you fail to return your family's security cards in a timely manner after you are finished with your time at Kids Inc. then you will be charged a \$5 fee per badge that is un-returned. You will not be charged again for additional badges that you paid for. Fees for un-returned badges will be deducted from your automatic withdrawal information on file or billed to you if you are not set up on automatic withdrawal.

If you or someone else is picking up your child and doesn't have a badge, there will be a cell phone number posted by the door for you to call for entry. Please note a safety policy fee may be applied to your account if you continue to forget your badge or fail to buy additional ones for people who pick up regularly.

School Cancellation

When school is cancelled or dismissed early for inclement weather, there will be NO Kids Inc. The goal of the school district is to get the children safely home. Please have a

plan in place for your children's care on snow days. It is also our goal not to endanger the lives of our employees; therefore we do not want to ask them to travel on snow days. Credit will *not* be given for early dismissal or no school days due to weather. **See page 13 for late start guidelines if you are a before school family.

Emergency Evacuation

In the event of an emergency, the emergency evacuation plan of the school site will be followed. There will be fire, tornado, and lock down drills performed throughout the school year.

Medication

All children attending Kids Inc. must have current immunizations and TB tests on file with the school they are attending. Kids Inc. employees will not administer medication, unless there are no other options available. In which case, medication must be in its original container and a medical authorization form must be filled out by the parent/guardian prior to administration. Students are not allowed to self-administer medication, with the exception of epi-pens and inhalers which staff will monitor. A medication authorization form should be on file for these self-administered medications. Students with medical concerns must have a release of information form signed & on file with Kids Inc. in order for the school to share any information with Kids Inc.



Illnesses

Kids Inc. cannot care for sick children. You will be notified by phone if your child becomes ill or is injured during Kids Inc. We ask that your child be picked up as soon as possible in the event he/she becomes ill while at the

program. We will provide a quiet place for your child to rest until you arrive.

Parent Involvement

Families are a part of the Kids Inc. program. At least once a year we schedule an event for our parents to meet with our staff to discuss our program. We welcome any and all feedback and take this as a way for us to grow and develop our program to better serve our families. Parents are welcome to visit the sites and volunteer time. Please check the bulletin boards, signs, letters and newsletters, as we make every effort to keep you informed.

We ask that parents update their child's registration form when there is a change in address or phone numbers.

Anyone listed in the 'Parent/Guardian Information' section on your most recent enrollment form has the ability to: authorize pick-up changes, change enrollment status, and change financial arrangements on the account. If you indicated on your enrollment form you did NOT want both parents/guardians to have these privileges our staff will do their best to ensure changes are only made by Parent/Guardian A on your form.

Please let us know if there are situations in your child's life that we should be aware of. This includes, but is not limited to, protection orders or changes in custody arrangements as a new form may be required.

All the records and information relating to the children in Kids Inc. will be kept confidential by Kids Inc. staff.

About the Program

Choices

Choices are an important part of Kids Inc. We believe each child has the right to choose among activities. The right to choose is one way to develop independence and decision making.



Homework Policy

There will be an opportunity for each child to participate in homework/DEAR (Drop Everything And Read) time **everyday**. A staff member will be available to help answer questions that students may have; however, this will not be a tutoring session. We encourage parents to check the work your child(ren) completes while at Kids Inc. The amount of work completed and the accuracy of the work is your child's responsibility.

Snacks

Snacks will be served daily. Monthly snack schedules will be posted. Please advise the Site Coordinator of any allergies or dietary restrictions. Parents may send a snack with their child(ren) if they choose. However, these snacks cannot be shared with others. Children bringing their own snack from home may be asked to sit at a separate table to reduce the possibility of causing allergic reactions. This is following the same policy that is used during lunch in most schools.

Electronics/Personal Items

Personal electronic devices *may* be allowed for reading during DEAR time at the Site Coordinator's discretion. Students may be asked to put the device away if not used properly. Personal cell phones must be

turned off and left in their basket with the rest of their belongings. You can reach your child(ren) by calling the Kids Inc. site cell phone number listed in the front of this handbook. Kids Inc. will not be responsible for items lost, stolen or damaged at Kids Inc.

We ask that all valuable items remain in your child's backpack until they leave Kids Inc. unless prior approval has been made with the Site Coordinator AND written parent permission has been provided. This includes electronic devices, musical instruments, and anything of value.

Apparel

Each child is expected to follow the same dress code guidelines as outlined with your child's specific school. Shoes must be worn at all times. Please be sure your child is wearing non-marking shoes when attending Kids Inc.

As the weather begins to change, make sure that your child is dressed appropriately. Every site will have outdoor time for a minimum of 15 minutes every day unless it is bitterly cold or raining. Kids Inc. follows school policy. If the children were outside during their school recess time, Kids Inc. will go outside as well.

In order to keep your children safe (and healthy), Kids Inc. has specific outside dress requirements.

Below 60 degrees: Everyone must wear a jacket or sweatshirt.

Below Freezing: Everyone must wear a coat, gloves and a hat.

Playing in the snow requires snow pants and snow boots.

It is important that the students have the necessary clothing, as we generally are not

staffed for someone to stay inside with those students that are not prepared.

Behavior/Discipline Plan

Children enrolled in Kids Inc. are expected to exhibit behaviors that do not disrupt or interfere with the activities and social interaction of the other children. For repeated inappropriate behaviors that are not corrected with verbal warnings, a Kids Inc. staff person will conference with the child, writing down what was discussed on a conference form. This form will be signed by the staff person and the child and serve as a written warning. (This is much like a minor offense ticket received during the school day.)

Parents will be notified in writing when a major discipline problem occurs. Upon each occurrence, the Site Coordinator and your child will fill out an action plan. (Action plans are similar to an office referral received during the school day.) After three action plans, there will be a one-week suspension. If this week includes any "Special Days", the student will not be allowed to attend any of those days. Special Day registration fees will be reimbursed.

During this week off, it will be the parent's responsibility to contact the Kids Inc. Program Manager and schedule a "Coming Back" meeting with the parent(s), child, Site Coordinator, and Program Manager, to determine behavior guidelines.

There is no refund of the after school fees during this one-week suspension.

After returning to Kids Inc., if your child has another incident, he/she will be terminated for the remainder of the year with no tuition reimbursement.

Immediate termination of services will occur if the safety of other children or staff is at risk. This decision will be made by program management and the parents will be notified as quickly as possible.

Students who receive out of school suspension including OSS alternate site during the school day cannot attend Kids Inc. on the days of the suspension. There will not be any refund of fees paid. Please cooperate with us in stressing the importance of good behavior patterns with your child. We must keep Kids Inc. safe, as well as fun and enriching. Peers are not allowed to administer punishment to other students. Use of humiliating or frightening punishment such as the following are prohibited:

1. Hitting, pinching, shaking, spanking, or inflicting any other corporal punishment;
2. Verbal abuse, threats, or derogatory remarks about self or family;
3. Restriction of movement by binding or enclosure in a confined space such as a closet, a locked or unlighted room, or a box or similar cubicle;
4. Withholding or forcing of meals or snacks; and
5. Use of substances such as soap, pepper, or hot pepper sauce for punishment of undesirable behaviors.

Expectations

Kids Inc. follows the rules and policies of the Sioux Falls School District. The following behaviors are considered inappropriate and unacceptable in Kids Inc.

- Aggressive behavior to other children or staff
 - fighting, hitting, wrestling, kicking, tripping, spitting, biting, etc.
- Climbing on desks, tables, cabinets, etc.
- Destruction of site's property
- Destruction of another's property
- Disrespectful behavior to other children or staff
- Disruptive behavior or throwing objects
- Improper use of equipment
- Leaving group without permission
 - running away or hiding
- Possession of weapons/other dangerous objects
- Playing any games (including computer) that involve any type of weapon
- Running in the building
- Stealing
- Tackle football
- Play fighting
- Throwing outside equipment while inside school
- Vulgar language, cursing

Have The Right To:

- Have staff members that care about them, enjoy being with them and will help them achieve and grow
- Have their ideas and feelings respected
- Express their anger, frustration, disappointment, joy, etc., in an appropriate manner
- Have an environment that offers a balance of active, quiet, inside, and outside activities
- Expect discipline that is fair, equal and respectful of them

Kids Inc. Expects

That Children Will:

- Respect the rules of Kids Inc.
- Learn to take responsibility for their actions

- Control their feelings so that their actions do not harm anyone
- Not willfully destroy or harm any equipment or property in the building
- Remain with a staff member at all times; notify staff members if they need to go to another area, room or activity
- Dress appropriately for indoor or outdoor play
- Carry out activities that they have selected to do
- Return materials and equipment to the place they found them before taking out a new activity

At Kids Inc. Parents

Have The Right To:

- Know what types of programs and activities are being planned and offer feedback on the kinds of activities the children enjoy
- Know if their child is misbehaving; spend time talking with the Site Coordinator about the situations as they arise
- Voice special concerns and considerations not covered in this manual; discuss special situations where exceptions *may* be made from the Kids Inc. expectations

Kids Inc. Expects

That Parents Will:

- Observe the rules of Kids Inc. as set forth in this manual and in additional policy statements
- Pay attention to any change in policy or procedure
- Pick up their child(ren) on time
- Sign their child out at the end of the day

- Notify a staff member when taking a child(ren) from the site; notify a staff member when another authorized person is picking up a child(ren)
- Keep the child(ren)'s registration form up-to-date with changes in phone numbers and addresses
- Listen to concerns that the Site Coordinator may have about their child(ren)'s behavior and work through an agreeable solution to any problem that might occur
- Replace any equipment that their child(ren) is responsible for misusing
- Leave all disciplinary actions of children other than your own at Kids Inc. to Kids Inc. staff.

Failure to adhere to these guidelines may result in termination of Kids Inc. services for your family.

Staff Qualifications

(Per the State of South Dakota DSS)

Site Coordinators

Each site is run by a site coordinator. The site coordinator must be at least 18 years old and have demonstrated to the hiring authority maturity of judgment, appropriate and effective communication skills, and the skill to appropriately supervise and direct children in an unstructured setting, and meet one of the following requirements:

- Have a bachelor's degree in the education or human development field
- Have a valid Child Development Associate credential and one year of verifiable experience caring for and supervising four or more school-aged children
- Have two years of college coursework in the field of education with an emphasis in preparing and implementing lesson plans, or various other areas

- Have four years of verifiable experience in the care and supervision of four or more school-aged children in a child care setting
- Maintain basic first aid and CPR certification

Lead Helpers

Lead Helpers are responsible for implementing lesson plans and providing direct guidance to and supervision of the helpers and the children in care. They must have completed the following requirements:

- Be at least 18 years of age
- Have a high school diploma or equivalent
- Maintain basic first aid and CPR certification

Helpers

Helpers are responsible for the direct guidance and supervision of the children in care. They must be at least 16 years old. Any helper under the age of 18 may not be left alone with children in care and must receive direct and constant supervision from the site coordinator or lead helper.



(continues on next page)

Kids Inc. Special Days

Early Release Day

1:00 dismissal on Thursday, April 13th – Staff will be there from 1-6:00 at no additional charge.

2016/2017 Special Days

On certain NO-SCHOOL days, Kids Inc. will run “Special Days.” We will operate two of our sites and these days will require an additional fee for the full day. If you need care for a particular day, send the appropriate registration form (available on site) and payment to the Kids Inc. Office by the deadline listed on the form. It is imperative that we have registrations in by the deadline so we can staff accordingly.

Regular Rate: \$25.00/day Reduced Lunch Rate: \$20.00/day Free Lunch Rate: \$15.00/day

Hours are 7:00 am to 6:00 pm and **you must provide a sack lunch** for your child.

Space is limited and will fill on a first come first serve basis.

Below is a schedule of no-school days for the 2016-2017 school year as well as a list of Special Days being offered and their locations.

NO SCHOOL DAYS		LOCATIONS OPEN
Friday, October 21	Non-School Day	Laura Wilder, John Harris
Monday, October 24	Inservice	Laura Wilder, John Harris
Friday, November 11	Veteran’s Day	No Kids Inc.
Wednesday, November 23	Compensatory Day	Robert Frost, RF Pettigrew
Thursday, November 24	Thanksgiving Break	No Kids Inc.
Friday, November 25	Thanksgiving Break	No Kids Inc.
Friday, December 23	Winter Break	No Kids Inc.
Monday, December 26	Winter Break	No Kids Inc.
Tuesday, December 27	Winter Break	Sonia Sotomayor, Discovery
Wednesday, December 28	Winter Break	Sonia Sotomayor, Discovery
Thursday, December 29	Winter Break	Sonia Sotomayor, Discovery
Friday, December 30	Winter Break	No Kids Inc.
Monday, January 2	Winter Break	No Kids Inc.
Friday, January 20	Teacher Work Day	Terry Redlin, Oscar Howe
Friday, February 17	Inservice	Cleveland, John F. Kennedy
Monday, February 20	Presidents’ Day Break	Cleveland, John F. Kennedy
Tuesday, February 21	Presidents’ Day Break	Cleveland, John F. Kennedy
Wednesday, February 22	Presidents’ Day Break	Cleveland, John F. Kennedy
Monday, March 27	Teacher Work Day	Susan B. Anthony, Rosa Parks
Friday, April 14	Spring Break	No Kids Inc.
Monday, April 17	Spring Break	Harvey Dunn, Garfield
Monday, May 29	Memorial Day	No Kids Inc.

Before School Program

R.F. Pettigrew ONLY

Hours of Operation: 6:00 AM - 7:50 AM

Site Cell Phone Number: 212-3754

This section applies only to those who are enrolled in the before school program at R.F. Pettigrew which is offered due to a later school start time.

Sign-In Policy

Each child must be accompanied into the building AND signed in on the Kids Inc. sign in sheet (located in the lunchroom) daily by an authorized person listed on the child's enrollment form.

Failure to sign a child into the program is a safety risk as Kids Inc. staff have not officially been notified of the child's presence. If staff notice a before school Kids Inc. child that has not been signed into the program that is there before breakfast time, our staff will still allow the child to come to Kids Inc. In this event a \$10 safety policy fee will be applied to your account.

Fees will be structured as follows:

1st time = \$10 charge

2nd time = \$10 charge

3rd time = removal from program

****When a child is not signed into our program there is the possibility that the Kids Inc. staff will not be aware the child is in their care that morning. The parent then assumes any liability for a child that hasn't been signed into the program.**

Students are released to the school playground at 7:50 a.m. where they are then supervised by elementary school staff.

You do NOT need to notify Kids Inc. staff if your child(ren) will not be attending the Before School Program on any given day.

School Cancellation

If schools is *delayed or cancelled* due to weather, there will be **NO** Before School care offered.

Breakfast

Breakfast provided by Child Nutrition is served at 7:40 a.m. If you want your child to be able to have breakfast, please check with the school office or call Child Nutrition at 367-7635 for more information. Kids Inc. staff will announce when it's breakfast time and those that choose to eat breakfast must go at that time. Child Nutrition will not allow them to come at a later time if they decide they want it later as serving times are set.

Students are more than welcome to bring their own nutritious breakfast foods to eat during Kids Inc. time however we ask that they eat it as soon as they arrive so there are not children still eating during outside time, etc. Children should bring their own utensils and milk if they bring breakfast from home.

Morning Activities

Due to later arrival times by some children there are no staff-led activities, but children may choose to partake in a variety of activities such as: coloring, board games, reading, table toys, etc.

*Tag games and running games are not permitted in the Multi-Purpose Room during the Before School Program due to lack of space and other programs utilizing the area.

****All policies above should be followed in addition to the policies outlined in this parent handbook.**

Kids Inc. 2016-2017 Calendar

* When you enrolled for 2016/17 school year you pre-paid for first two weeks of care.

* Friday payment covers upcoming 2 weeks of care (i.e. 9/16 payment covers 9/19-9/30 care)

* If you wish to cancel care you must notify Kids Inc. OFFICE by 5 PM the Wednesday before a payment day in order to not be charged the upcoming payment. No refunds if canceling after Wednesday.

SEPTEMBER

			1	2
5	6	7	8	9
12	13	14	15	\$\$ 16
19	20	21	22	23
26	27	28	29	\$\$ 30

OCTOBER

3	4	5	6	7
10	11	12	13	\$\$ 14
17	18	19	20	21
24	25	26	27	\$\$ 28
31				

NOVEMBER

	1	2	3	4
7	8	9	10	11
14	15	16	17	\$\$ 18
21	22	23	24	25
28	29	30		

DECEMBER

			1	\$\$ 2
5	6	7	8	9
12	13	14	15	\$\$ 16
19	20	21	22	23
26	27	28	29	30

JANUARY

2	3	4	5	\$\$ 6
9	10	11	12	13
16	17	18	19	\$\$ 20
23	24	25	26	27
30	31			

FEBRUARY

		1	2	\$\$ 3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	\$\$ 24
27	28			

MARCH

		1	2	3
6	7	8	9	\$\$ 10
13	14	15	16	17
20	21	22	23	\$\$ 24
27	28	29	30	31

APRIL

3	4	5	6	\$\$ 7
10	11	12	13	14
17	18	19	20	\$\$ 21
24	25	26	27	28

MAY

				\$\$ 5
8	9	10	11	12
15	16	17	18	\$\$ 19
22	23	24	25	26
29	30	31		


JUNE

			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Note: Only 1 payment is made in November to make up for no school days


CALENDAR Key:

\$\$ Payment Day

 **No School--Kids Inc. Special Day**
Special Day care is provided from 7 am-6 pm at select schools for an additional fee. Forms will be available at least 2 weeks prior to the day

 **No School AND No Kids Inc.**

* April 13th students will be dismissed early from school. Kids Inc. staff will be on site when kids are dismissed that day & operate until 6 p.m.

 **First day of school - Sept 6**
Last day of school - June 1

*If additional days of school are added due to weather-Kids Inc. will continue until final day