



KIDS Connection

KIDS Connection Parent Manual

21st Century Community Learning Centers

The overarching goal of the 21st CCLC program is to provide students with academic enrichment opportunities and support services to help them meet state and local standards in the core content areas.

Program Mission Statement:

KIDS Connection Mission is to provide a safe, relaxed and secure atmosphere for all children where they can explore, learn, and have fun.

Program Overview:

Welcome to KIDS Connection (KC) we hope you and your child have an enjoyable experience with us. Our program strives to provide a safe, educationally enriching, fun, and rewarding experience for all students of Athens City Schools during the hours where there may be no adult supervision in the home. Children will have the opportunity to engage in activities that will benefit them emotionally, physically, and educationally. The program includes crafts, sports and games, snacks, art and music, field trips, and many other creative and cultural activities. A special time each day will be allotted for homework and tutorial assistance, if needed. The program is conducted and planned by staff trained to meet the needs of children and to provide positive adult role models. Parent input is important to our programs' growth. Please feel free to share any comments with your Site Director or the Program Coordinator at 423-745-1796.

Staff Responsibilities:

Staff is hired on the grounds that they will be positive role models for children. A site director along with the childcare workers manages each program site. The site director who is under the guidance of the program director directly supervises all childcare workers. All staff are recruited and interviewed by the program director. Each staff member is required to have a background check with the State of Tennessee and to submit three references from individuals who can confirm their suitability for working with school age children.

Grievance Policy Statement

Parent input concerning the program is important. Feel free to share these comments with the Program Coordinator. All questions concerning policies and procedures of the program should be addressed to the Program Coordinator at (423) 745-1796.

Nondiscrimination Policy

Nondiscrimination Notice: It is the policy of the district's Board of Education not to discriminate on the basis of sex, race, national origin, creed, age, marital status or disability in its educational programs, activities, or employment policies as required by Title VI and Title VII of the 1964 Civil Rights Acts, Title IX of the 1972 Educational Amendments and Section 504 of the Federal Rehabilitation Act of 1973.

Program Hours of Operation:

School Day hours:

Monday through Friday: 6:00 a.m. to 7:30/8:00 a.m.

Monday through Friday: School dismissal to 6:00p.m.

Program will not operate when the school is not in operation (snow days, Election Day, certain holidays, etc.)

Summer Camp

Monday through Friday: 6:00 a.m. to 6:00 p.m.

We will be closed without reduction in prices the following holidays: Labor Day, Thanksgiving Day and Day after, Christmas Eve and Christmas Day (or designated days), New Years Eve, and New Years Day (or designated days), MLK Day, Election Day, Good Friday, Memorial Day, and July 4th. On the Pre-K and Kindergarten registration date care will not be provided for students currently enrolled in pre-k and Kindergarten.

Four Star Academy at City Park and Ingleside:

Before care hours are 6:00 a.m. to 8:00 a.m. After Care hours are from school dismissal to 6:00 p.m. There is a 10 hour limit for pre-k students to be in the building.

Registration Forms Requirement Statement:

Registration forms must be completed and on file with the program's office for the child to be enrolled and attending. New registration forms must be filled out for the school year and the summer program. Non-refundable registration fees are assessed for each school year and for the summer program. State childcare laws require that all students be officially registered in the program in order for service to occur. The Department of Children's Services or Local Police Department will be contacted for all students dropped off in the program without registration forms. No student is to be left outside of the program's site. The person who leaves the child unattended will be held responsible and liable for whatever happens to the child. Program staff cannot and will not be responsible for any child who is not officially registered in our program.

- **All checks must be made to Athens City Schools.**
- Weekly payment is due on Monday by 6:00 p.m. of each week, whether child is in attendance or not.
- All daily rate fees must be paid on Monday by 6:00 p.m. for the week your child will be attending, whether your child attends on Monday or not. **Daily rates are for children attending 2 days or less**

- A late charge of \$5.00 will be charged if payments are not made on Monday. We make one deposit a week to the Finance Office and we are unable to hold money over 24 hours. We appreciate your understanding and helping us keep to our guidelines.
- Please do not send payment with child or leave payment with school staff. Checks can be misplaced and deposited into other accounts.
- All payments must be handed directly to a KC staff member.
- If school is out on a Monday for a holiday and KIDS Connection is open payments will be accepted on Tuesday without a late fee.
- **There are no reductions in fees if child is absent. If your child is absent from school for sickness or vacation you must continue to pay your regular weekly rate or daily rate fees for KIDS Connection.**
- If a problem arises and childcare is needed on an **emergency temporary basis** for children already enrolled on a weekly before or after care basis, there will be a **\$6.00** charge for each day included in the weekly fee. (I.e. Your child is enrolled in after care but you need before care on one morning due to an emergency situation -child may attend as long as adult/ratio is met). **This must be approved before you bring your child in.**
- **Your child must be enrolled in before care to attend in before care.**
- If payments are 15 days late - your child will not be able to continue and will be dismissed and placed on the waiting list.
- All payments including late charges and a registration fee must be paid in full before child is re-enrolled. No partial payments will be accepted you must pay in full amount owed to keep your child enrolled in the KC Program.

Please make sure **all checks are written to Athens City Schools**. A \$15.00 service charge will be assessed on returned checks. After receiving **two** returned checks, KIDS Connection will only be able to accept cash or money orders. Receipts will be given at the time of payment. All returned checks must be paid in full including the \$15.00 service fee within 24 hours to Athens City Schools' Finance Department located at Central Office.

Drop Off and Pick Up of Children:

Please check with your Program Site Director for the specific location. When dropping off a child, please escort them inside the building and sign them in. All children must be personally checked-out from the program in the afternoon by means of a sign-out sheet. Children will not be allowed to wait for parents in the parking lot. They will not be released to commercial transportation personnel (i.e. taxi drivers), nor will they be released to anyone whose behavior may place the child(ren) in immediate risk. All persons picking up children must be 18 years of age, unless parent permission is written and placed in child's file. During the summer program or full-day sessions, each child should be signed in as soon as he/she arrives at the center. They should not be dropped off before the program begins. Parents must escort all children into the building and sign them in personally.

To help with your child's daily routine we ask that when you sign your child in that you say a quick goodbye and leave. Some children have a hard time with goodbyes while others do not and this way all children are treated fairly.

Children will not be released to any person other than the parent or other persons authorized to call for the child as indicated on the registration form. Identification will be required for pick up. Notify the Program Site Director in writing if a person other than those authorized will be picking up a child.

Late Pick up Procedure: Failure to comply with the closing time on three occasions may result in dismissal from program. All program sites will close promptly at 6:00 p.m. If you arrive after 6:00 p.m. a late fee will be assessed for every 10 minutes. (I.e. if you arrive between 6:00 p.m. and 6:10 p.m. you owe \$5.00 for one child, \$10.00 for 2 children etc.). Payment will be expected at time of late pick up.

If your child is not picked up by 6:30 p.m. and all emergency numbers are contacted and no communication from the parent has been received by 6:30 p.m., the local authority and/or Department of Children's Services may be called for assistance with the child(ren).

Attendance Policy:

Attendance is crucial for your child to succeed in our program. It has been found that intensity and duration are necessary for students to have improvements in report card grades, behavior, and state assessment scores. If your child(ren) miss more than 10 consecutive days of the program, they will be withdrawn from the program.

Field Trips and School Sponsored Events:

We are always excited to announce our plans for parent child activities and field trips for our families to enjoy. As always we welcome any additional suggestions or ideas.

Field Trip Procedures: at KIDS Connection we strive to make your child's experiences educational and fun. We will have many opportunities throughout the year to take field trips to out of town or local community events and/or places whether we walk or we are transported by Athens City Schools Transportation Department.

Permission Form: Each child will have a permission form that needs to be filled out **for each trip** they attend. Please fill out the form with your child's name and the date and time of the sponsored activity.

Volunteers: If you would like to attend as a chaperone you must first complete our local background check by the local police department at no charge to you. All chaperones must drive their own vehicle or they may walk with us.

All students who attend field trips to pool or outside activities must wear sunscreen. Sunscreen should be applied by parent/guardian and staff will re-apply sunscreen on face, arms, and shoulders if needed.

Parent Involvement Notice:

Families are a part of the program. Family nights, newsletters about program activities, bulletin boards with announcements, and individual feedback to parents on each child's participation in the program will help in creating the best experiences for the children in the program. Parent suggestions on enrichment offerings are always appreciated. The Program Coordinator will keep parents informed about special events in the program through postings and newsletters. Please check our website for special announcements.

It would be helpful to keep our program informed of any changes which may occur in a child's environment such as illness in the family, a change in living location or any other stressful situation that may be important to the child. The staff will be able to better meet the needs of the child if they are aware of these situations

Sick Child Policy:

The program will not provide care for sick children. Please do not send children to the program if they are ill. Policy requires that a child be picked up as soon as possible in the event of illness while in the program. Children must be fever free for 24 hours and without vomiting and diarrhea for 24 hours before they can come back to school or KC. The Department of Human Services may be contacted if a child continues to be dropped off with an illness or symptoms of an illness without medical attention (including lice). The “No Nit Policy” on lice for our district also applies to the program. If a child has been found to have bugs or nits, they will have to be picked up from the program. Students will not be allowed to return to the program until the Program Coordinator has proof the child has been treated and the hair is totally clear of all nits.

Medication Policy:

If a child has to be given daily medication (such as Ritalin or seizure medicine-or non-prescription) a medication form must be on file with the Program Site Director. This form must have clearly stated instructions such as the name of the medication, dosage, and time of day to be administered. The instructions should include the physician’s signature. The medication must be given to the Program Site Director in a prescription bottle.

Inclement Weather:

KIDS Connection will follow Athens City School Policy on Inclement weather. KIDS Connection will follow the schools when closed. If schools are delayed, KIDS Connection will be open unless otherwise noted by school cast. If school is dismissed during the school day KIDS Connection will be closed also. Please listen to your local radio stations 1390 AM, 1450 AM, or 101.7 FM. If any changes in the weather happen after school hours please listen to the radio stations above for KIDS Connection closing.

Broken/Lost/Stolen Items Policy:

The program strongly discourages children from bringing toys/personal items from home. The program will not be responsible for broken, lost or stolen items (including toys, **clothing**, backpacks, books, food items, eyewear, money, any electronic items, c.d.’s, d.v.d.’s, cell phone, jewelry, and any other personal item brought into the building).

Cell phones are not allowed at any KC site location.

Withdrawal Policy:

The program reserves the right to withdraw a child for any of the following reasons:

- Repeated failure of parents to pick the child up from the program on time. (3 Occasions)
- Failure to provide the Program Site Director with current emergency/medical information as stipulated by our state licensing agency.
- Continuous disciplinary problems and any zero tolerance issues.
- Failure to comply with payment policy.
- Inappropriate conduct of parent or guardian.

If a child is dismissed from the program; he/she is not eligible for re-enrollment for one year.

Discipline Policy:

The Athens City School system appreciates you entrusting your child to our care in the KIDS Connection

program. We hope your child has a safe, enjoyable environment while you complete your workday. During this time we hope students complete their homework, receive tutoring on subjects that are difficult, and enjoy snacks and leisure activities with other students.

If behavior problems occur, the Program Site Director will contact the parents verbally and in writing if needed. If child fails to comply with the rules it may lead to disciplinary action, being suspended or removed from program with no tuition/registration refund. Parents must help the staff in letting their child know the importance of proper behavior. We want all children to have an opportunity to enjoy themselves in our program. The child's success in KIDS Connection depends on his/her behavior.

Parents are asked to cooperate with KC staff in stressing the importance of good behavior patterns for all children. It is imperative that parents work with the Program Coordinator to correct any behavior that is interfering with the child's success in the program. This helps to keep the program fun as well as instructionally sound.

Parents who demonstrate abusive language and/or inappropriate scenes or disturbances to children, staff, or other adults during the program hours will be asked to withdraw their children from the program. Harassment or bullying will not be tolerated.

Rules of Conduct for Students:

We know you realize providing a safe environment involves some rules of conduct so that all children can work together in a group setting. When you register your child, please be aware that all KIDS Connection sites have conduct rules based on the following principles:

1. Always respect other students, staff members and others' belongings.
2. Ask permission before leaving assigned area.
3. Keep hands, feet, and objects to yourself.
4. Think before you act.
5. Use appropriate voice levels and tone at all times.
6. Always stay with your instructor

When your child misbehaves (i.e. refuses to follow directions, displays a defiant attitude toward students or staff, uses abusive or profane language, or other inappropriate behaviors) serious disciplinary measures to correct the behavior will occur.

The following behaviors are considered inappropriate and unacceptable in the program. These behaviors may result in immediate suspension and or expulsion:

1. Possession of weapons, contraband, and other dangerous objects (Zero Tolerance Policy Applies)
2. Fighting, wrestling, spitting (with or on peers or staff)
3. Destruction of center/school property
4. Destruction of personal property of another person
5. Vulgar Language, Cursing
6. Inappropriate display of private body parts
7. Disrespectful behavior to other children or staff
8. Climbing on desks, tables, cabinets, etc.
9. Playing in the bathrooms (crawling under stalls, climbing on sinks, splashing water, turning on/off lights etc.)
10. Throwing balls, or other outside equipment while inside the building

11. Stealing
12. Physical attacks on staff or other students (Zero Tolerance Policy Applies)
13. Tackle football
14. Improper use of program and school equipment
15. Throwing objects (rocks, sticks, desks, tables, etc.)
16. Leaving group without permission (i.e. running away, hiding, etc.)
17. Behavior deemed inappropriate and unacceptable by the Program Site Director and Program Coordinator.
18. Inappropriate sexual behaviors deemed unacceptable by the Program Site Director and Program Coordinator (Zero Tolerance Policy Applies)

KIDS Connection will not use physical punishment or refusal of snack as a punishment. Good behavior will result in positive reinforcement and negative behaviors will be explained in a positive manner. An alternative activity will be used if repeated negative behaviors are exhibited. Some other examples of consequences include but are not limited to, verbal and non-verbal warnings, time out, and isolation from group, withdrawal of privileges, and consultation with child's principal and/or teacher.

When your child does not respond appropriately to a verbal warning, the site director will:

- 1. Document these occurrences;**
- 2. If necessary, suspend the child from KIDS Connection for a minimum of one day.**
- 3. Hold a personal conference with parent.**
- 4. If the child's behavior remains unchanged the child will be dismissed from the program.**

If a child is suspended, a parent/student conference with the site director or program director must be held prior to the student returning to the program.

Zero Tolerance Policy

KIDS Connection adheres to the zero tolerance policy. If your child commits any of the behaviors below, the child will be immediately expelled from the program.

1. Acts of physical violence toward another student or staff member.
2. Verbal threats.
3. Substance use or abuse.
4. Possession of weapons, including but not limited to guns, matches, and knives.
5. Any other violation of policies set forth by Athens City Schools.
6. Sexual harassment, abuse, or inappropriate touching.

When such acts occur, the site director will:

- 1. Document the occurrence of such incidences.**
- 2. Notify parent of the child's behavior and expulsion from program.**

It is our intention to provide your child with an enjoyable program; however, you can appreciate the need for structure and organization to ensure the protection and enjoyment of all children in our care.

Therefore, we ask that you read and discuss these principles of conduct with your child and then both you and your child should sign the registration form.

Thank you so much for giving us the opportunity to enjoy your child. We appreciate all your support. If you have any concerns, please feel free to contact us at any time.

For Parents:

Parents-we want to relieve you of any concerns you may have about your child's care. Please check for updates about our program at the sign out table. Parents are important for the support and expansion of our program, so please come to us with any concerns you may have. Please let us know if your child is going through any changes that may affect his/her day at our program. Your child is important to us and we want to work in cooperation with you to provide quality care.