

Kid's County and Kid's Corral Child Care



Parent Handbook A School-Age Child Care Program of Johnson County

MCE 727-2634

RCE 727-2777

Parent Handbook

Our KCCC program provides safe, educationally enriching, quality care for children during the hours when there may be no adult supervision in the home. Childcare is available for the children from ages four to twelve. Four year olds must be enrolled in a Head Start or Pre-K program. Children will have the opportunity to engage in activities that will benefit them emotionally, physically, and educationally. The program includes crafts, sports, games, art, music, snacks, 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 a staff trained to meet the needs of children and to provide positive adult role models. There is flexibility enough to accommodate children from different age groups while fulfilling the special needs of individuals. This comprehensive child-care program for KCCC children is designed to supplement and support the child's experiences at home and at school. It is not babysitting, but a quality program designed with the working family in mind.

The Johnson County School System does not discriminate in employment or admission based on race, color, sex, age, national origin, religion, or handicap. The Johnson County School System complies with the provisions of Title VI and Title VII of the Civil Rights of 1964, as amended; Title IX of the Education Amendments of 1972, and section 504 of the Rehabilitation Act of 1973.

The KCCC Program would like to acknowledge support provided by the TN Department of Human Services and the Levi Strauss Foundation Grants.

We want to know how you and your child feel about the program and how we might better meet your needs. All questions concerning policies and procedures of the program should be addressed to the childcare director. Should you have questions or concerns, please feel to call the appropriate school office.

Policies and Procedures

How much does it cost?

-Fees are based on the student's lunch status (paid, reduced, free.)

-Full day hours are 6:30am-6:00pm.

-There will be no childcare available on the following days:

Labor Day

Fall Break

Election Day (if applicable)

Veteran's Day

Thanksgiving Holiday

Christmas Holiday until students return after New Year's

Martin Luther King Jr. Day

President's Day

Good Friday and the Monday following Easter

Memorial Day

The Week of July 4th

Snow Days

-Due to changes by the Johnson County Board of Education, there will be no childcare for 1, 2, or 3-hour delays, early dismissals, or snow days. Please make other arrangements for your child if one of these events occur.

School Age Child Care Johnson County Schools

Annual Registration Fee is \$30.00 per child (\$40.00 for 2 children, \$50.00 for 3 children)

WEEKLY RATES

Before School Rates:	\$12.50 (1 st child)	No Reduction Available
	<u>\$ 8.75 (2nd child)</u>	

Before and After School:	\$40.00 (1 st child)	Paid Lunch
	\$25.00 (2 nd child)	
	<u>\$18.75 (3rd child)</u>	
	\$31.25 (1 st child)	Reduced Lunch
	\$21.88 (2 nd child)	
	<u>\$15.63 (3rd child)</u>	
	\$28.13 (1 st child)	Free Lunch
	\$18.75 (2 nd child)	
	\$12.50 (3 rd child)	

After School Rates:	\$37.50 (1 st child)	Paid Lunch
	\$25.00 (2 nd child)	
	<u>\$18.75 (3rd child)</u>	
	\$29.38 (1 st child)	Reduced Lunch
	\$18.75 (2 nd child)	
	<u>\$12.50 (3rd child)</u>	
	\$25.00 (1 st child)	Free Lunch
	\$15.63 (2 nd child)	
	<u>\$12.50 (3rd child)</u>	

Summer Rates/Full Day:	\$81.25 (1 st child)	Paid Lunch
	\$62.50 (2 nd child)	
	<u>\$42.75 (3rd child)</u>	
	\$68.75 (1 st child)	Reduced Lunch
	\$50.00 (2 nd child)	
	<u>\$31.25 (3rd child)</u>	
	\$56.25 (1 st child)	Free Lunch
	\$37.50 (2 nd child)	
	\$18.75 (3 rd child)	

School Age Child Care Johnson County Schools

Annual Registration Fee is \$30.00 per child (\$40.00 for 2 children, \$50.00 for 3 children)

DAILY RATES

Full Day	\$13.00 (1 st child)	Paid Lunch
	\$11.00 (2 nd child)	
	<u>\$ 9.00 (3rd child)</u>	
	\$11.00 (1 st child)	Reduced Lunch
	\$ 9.00 (2 nd child)	
	<u>\$ 7.0 (3rd child)</u>	
	\$ 9.00 (1 st child)	Free Lunch
	\$ 7.00 (2 nd child)	
	\$ 5.00 (3 rd child)	

Before and After School Rates:	\$ 6.50 (1 st child)	Paid Lunch
	\$ 4.00 (2 nd child)	
	<u>\$ 2.50 (3rd child)</u>	
	\$ 6.00 (1 st child)	Reduced Lunch
	\$ 3.50 (2 nd child)	
	<u>\$ 2.00 (3rd child)</u>	
	\$ 5.50 (1 st child)	Free Lunch
	\$ 3.00 (2 nd child)	
	<u>\$ 1.50 (3rd child)</u>	

After School Rates :	\$ 6.00 (1 st child)	Paid Lunch
	\$ 4.00 (2 nd child)	
	<u>\$ 3.00 (3rd child)</u>	
	\$ 5.50 (1 st child)	Reduced Lunch
	\$ 3.50 (2 nd child)	
	<u>\$ 2.50 (3rd child)</u>	
	\$ 5.00 (1 st child)	Free Lunch
	\$ 3.00 (2 nd child)	
	\$ 2.00 (3 rd child)	

The daily rate may be used two days a week. If a child attends three days in one week, you will be charged for the full week.

When do I enroll my child?

Enrollment in the KCCC Program is limited. Children may enroll at any time throughout the school year as long as space is available. You may enroll your child for a week or for certain days within the week. In addition, KCCC accepts children for temporary enrollment to assist with parental emergencies such as unexpected illnesses, hospitalization, etc.

How do I pay?

All weekly fees must be paid on **Monday** for the current week. Please give your cash or check made out to **Johnson County Schools** to the program bookkeeper. You will receive a receipt for each payment. **A \$5.00 late fee is charged for all payments made after Monday.** If you pay with cash, please have correct change as we do not keep cash on the premises. Please keep your fees current to retain your child's place in the program. **If fees are two weeks past due, you will be asked to make other child care arrangements until past due fees are paid in full.** For your convenience, fees may be paid monthly in advance.

Is the fee adjusted for vacation or illness?

The KCCC Program cannot deduct individual days missed from your fee. Your fee pays for direct operating costs such as staff, snacks, crafts, and program supplies. These items must be available for the number of children we have enrolled in the program. When you enroll, you are reserving the time, space, staff, and provisions for your child whether he/she attends or not.

In the event of an extended illness (1 week or more), please provide staff with a doctor's excuse for an adjustment of half the regular fee. This will maintain your child's place in the program.

The KCCC Program cannot provide for sick children. Please do not send your child if they are ill. Also, do not send your child with head lice. We are concerned for the health and welfare of each child and will require your child be picked up as soon as possible if they become ill.

What happens if I am late picking up my child?

The KCCC Program closes promptly at 6:00pm. If you arrive later you will be charged an additional fee of \$5.00 for each 15 minutes or portion thereof after the 6:00pm closing time. (Example: 10 minutes late-\$5 late fee; 17 minutes late-\$10 late fee.) **If no contact is made with KCCC within one hour, law officers will be contacted which could result in court procedures. Our employees have families too. If you are late picking your child up more than twice, you will be asked to make other arrangements for childcare.**

Where do I drop off my child?

Please check with the Program Director for the specific location. Please see your child inside the building when bringing them to the program. All children must be personally signed in/out by a parent/guardian or authorized adult. CHILDREN WILL NOT BE PERMITTED TO WAIT FOR PARENTS IN THE PARKING LOT.

Children will not be released to any person other than the parent or other persons authorized to pick up the child. Notify the staff in writing if a person other than those authorized will be picking up your child. Please ask individuals not known to our staff not to be offended if we ask for identification. Our goal is the safety of your child.

In order to deny parental access to a child, we must have on file a copy of the **COURT ORDER** that denies parental access. It is important that non-custodial parents who are allowed to access to their child be listed on the transportation section of the registration form.

Will my child be provided meals and snacks?

- Before school care students may receive a nutritious breakfast from the school cafeteria.
- During after school care, children will be provided a snack.
- During summer care: breakfast, lunch, and snack will be provided with the exception of the first and last week when only breakfast and snack will be provided.

Can the staff give my child medications?

A doctor's statement is required before any medications can be administered. If it is necessary that your child receive medication, please see the director for a copy of the Johnson County School System guidelines for administering medications. The staff will be trained in simple first aid procedures and CPR.

How will students be disciplined?

All children will be expected to follow rules established by the staff for the purpose of safety and smoothness of the program. No corporal punishment will be permitted. Children with continual behavior problems may be asked to leave the program. The staff is committed to positive reinforcement. If a major discipline problem occurs you will be contacted by the director or principal. Please cooperate with us in stressing the importance of good behavior with your child. We want the program to be fun for everyone.

In what way can I be of help?

The exchange of information about a child from the parent's perspective and the staff's perspective can be very helpful to the family and the program. The staff will be able to better meet the needs of your child if we are aware of things like an illness in the family, change of living location, special fears, etc. Please keep all information current for your child's enrollment. **If there is a change of address or phone number, please let us know immediately.** Parents are welcome to observe and/or participate in our activities at any time.

PARENTS HAVE THE RIGHT TO:

1. Know their children are in a safe environment where they are free to select from a variety of activities.
2. Know what types of programs and activities are being planned and to be offered feedback on the kids of activities the children play.
3. Share concerns with the staff at any time, about anything they do not feel is in the best interest of their child.
4. Know if their child is misbehaving, and to spend time talking with the staff concerning a solution.
5. Know if their child does not report to the program as intended.
6. Know if their child will be going any place other than where the program is usually held.

PARENTS HAVE THE RESPONSIBILITY TO:

1. Let the staff know if their child will not be attending for the day.
2. Observe the rules of the program as set forth in the handbook and in any additional policy statements.

3. To share their concerns that staff members if the program is not meeting their child's needs.
4. Listen to concerns that staff members have about their child's behavior and to work through an agreeable solution to any problem that might occur.
5. Know about any change in policy and procedure.
6. Replace any equipment that their child is responsible for misusing.
7. Sign in their child in the mornings and out in the evenings; to notify staff when taking a child from the school, and to notify in writing when another person is picking the child up.
8. Inform staff if their child has been exposed to a contagious illness, including head lice.
9. Notify staff of planned vacations in advance.
10. Notify staff of withdrawal at least one week in advance.
11. Pay fees on time
12. Pick up children on time.
13. Keep the child's record up to date with changes in phone numbers and addresses.

CHILDREN HAVE THE RIGHT TO:

1. Safe and reliable equipment
2. Use equipment and space on an equal basis; to find equipment where it is intended and in functioning condition.
3. Have their ideas and feelings respected.
4. Discipline that is fair, equal, and respectful of them.
5. Express their creative ability.
6. Explore and discover.
7. Continue developing their full potential.
8. Have a safe environment free of hazards.
9. Have an environment that offers a variety of choices.
10. Have staff members that care about them, enjoy being with them and help them grow.

CHILDREN HAVE THE RESPONSIBILITY TO:

1. For learning to accept the consequences for their actions.
2. For respecting the rules that guide them during the school day; for controlling their feelings to their actions do not harm themselves or anyone in the program.
3. For not willfully destroying or harming any equipment or property in the building while they are in the program.
4. For sharing equipment and facilities with all children in the program.
5. For staying with a staff member at all times and notifying them if they need to go to another area.
6. For coming to their assigned area immediately after school, unless they have permission and advise a staff member.

7. For dressing appropriately for indoor and outdoor play; for having tennis shoes available to wear in the gym.
8. For returning materials and equipment to the place they found them before taking out a new activity.
9. For carrying out an activity they committed themselves to.
10. For respecting the rules for KCCC.