



East Elementary 765-425-0815
Pendleton Elementary 765-425-0645
Maple Ridge Elementary 765-425-0274
Director Wendi Thompson 765-425-0211

**THE KIDS' CONNECTION
CHILD CARE PROGRAM
2024-2025
ELEMENTARY POLICIES**

**SOUTH MADISON COMMUNITY SCHOOL
CORPORATION
CHILD CARE PROGRAM
2024-2025 POLICIES**

INTRODUCTION

Welcome to the Kids' Connection program. We offer before and after school child care at all South Madison Community School Corporation elementary schools. Child care is also provided during school breaks, holidays and summer vacation. Children in grades kindergarten through sixth are eligible to attend.

The curriculum for our program encourages the completion of homework assignments and provides recreational activities for those children involved.

GOALS

The purpose of the Kids' Connection program is to provide a safe and caring environment in which children can work and play with adult supervision in those hours before and after school when there is no one home. Children make new friends as they are guided to cooperate and share with others.

Our program offers a variety of activities including arts and crafts, recreational games, computer lab and supervised homework.

ADMISSION

The Kids' Connection program is open to any child who is enrolled in South Madison Community School Corporation and is in kindergarten through sixth grade.

LOCATIONS OF SCHOOL YEAR PROGRAM



EAST ELEMENTARY SCHOOL
893 East US 36
Pendleton IN 46064
(765) 779-4445
(765) 649-6631
Principal: Mr. Anthony Candiano



Pendleton Elementary School
301 South East Street
Pendleton IN 46064
(765) 778-2117
Principal: Mrs. Melissa Hagerman



Maple Ridge Elementary School
8537 S 650 W
Pendleton IN 46064
(765) 778-3818
(317) 485-4957
Principal: Mrs. Valerie Steger

HOURS & DAYS OF OPERATION

Kids' Connection is open Monday through Friday during the following hours:

Before school care: 6:30 a.m. to Time of entry bell

After school care: Time of dismissal bell to 6:00 p.m.

The first day of Kids' Connection for the 2024-2025 school year will be Wednesday August 7, 2024. The dates Kids' Connection will be closed during the 2024-2025 school year are:

| | |
|------------------------------|--------------------|
| Monday, September 2, 2024 | Labor Day |
| Thursday, November 28, 2024 | Thanksgiving Break |
| Friday, November 29, 2024 | Thanksgiving Break |
| Tuesday December 24, 2024 | Christmas |
| Wednesday, December 25, 2024 | Christmas |
| Tuesday , December 31, 2024 | New Year |
| Wednesday January 1, 2025 | New Year |

FULL DAYS for Kids' Connection will be:

(location for these days is at Pendleton Elementary School Intermediate)

| | |
|---------------------------|---|
| August 30, 2024 | El-Learning |
| October 7-11, 2024 | Quarter 1 break |
| November 27,2024 | Staff Development Day |
| Dec 23, 26& 27,30, 2024 | Quarter 2 break |
| January 2,3,6, 2025 | |
| Monday, January 20, 2025 | Martin Luther King Day (Snow make up day) |
| Monday, February 17, 2025 | President's Day (Snow make up day) |
| Friday March 14, 2025 | School Closed Unless Snow Make-up Days |
| March 17-21 ,2025 | Quarter 3 break |
| March 17-21 ,2025 | Quarter 3 break |

RATES

REGISTRATION FEE:

\$25.00 NON-REFUNDABLE per family (due yearly)

REGULAR RATES:

| | | |
|--------------------------|-----------------------|----------------|
| *Before/after school | First child | \$70.00 weekly |
| | Each additional child | \$65.00 weekly |
| Mornings or Afternoons** | Per child | \$40.00 weekly |

Reduced **RATES** (must qualify for free/reduced lunches through schools):

| | | |
|----------------------|----------------------------------|----------------|
| *Before/after school | First child | \$35.00 weekly |
| | <u>Thanksgiving week \$21.00</u> | |
| | Each additional child | \$30.00 weekly |
| | <u>Thanksgiving week \$18.00</u> | |

Thanksgiving is pro-rated 3 days

| | | |
|------------------------|-----------------------|------|
| Before & afterschool | First child | \$42 |
| | Each additional child | \$39 |
| Mornings or afternoons | Per child | \$24 |

FULL DAYS

*Child care for full days with the exception of Quarter breaks are included in the before/after school fees. *(A reservation is required for Kids' Connection services on the full days).* We will stop taking reservations one week before each full day or quarter break. Staff will be set according to the number of children signed up at this time.

**Children who are registered for mornings or afternoons only may attend these days on a space available basis for a charge of \$10.00 per day in addition to their normal weekly fee.

QUARTER BREAKS: (RESERVATION REQUIRED) (HELD AT PENDLETON INTERMEDIATE)

| | | |
|---------------|-----------------------|---------------|
| Regular Rates | First child | \$30.00 daily |
| | Each additional child | \$27.00 daily |
| Reduced Rates | First child | \$23.00 daily |
| | Each additional child | \$21.00 daily |

For use of the Kids' Connection program during quarter breaks, a reservation must be placed by the parent or guardian. Any cancellation of the reservation must be made no later than 5 days prior to the day you need to cancel or you will be responsible for payment.

PAYMENT POLICY

- a. Your responsibility to pay begins with the first day your child attends until the Friday of the week of withdrawal. **Payment credit will not be given for absences. You must pay for the days to which you have committed, which may not always be the days your child attends.**
- b. **Credit for vacation time is not given during the school year session.** Normal weekly fees must be paid to hold your child's spot in the program.
- c. Payment may be made weekly, biweekly or monthly as long as it is paid in ADVANCE. *Payment is due by 6:00 p.m. each Wednesday for the following week. A \$10.00 service fee is due on all late payments not made by Friday @ 6:00 p.m..*
If payment is not made by 6:00 p.m. Friday, your child will not be allowed to return until your account is paid in full. Checks should be written to SMCSC – Kids' Connection.
- d. Returned checks will not be sent through the bank a second time for payment. You must replace the NSF check with a money order. A service fee of \$20.00 will be charged for each returned check.
- e. Payments during breaks can be made at Pendleton Intermediate to keep your account current.

RECEIPTS

Payment sheets can be printed for you if needed. Just ask the site leader to get you a copy.

ATTENDANCE

The Kids' Connection program begins as soon as your child enters the school cafeteria. All children enrolled in the program are expected to go to the cafeteria immediately after school is dismissed for the day. Please send written notice to your child's teacher of his/her enrollment in Kids' Connection and the teacher will assist in getting your child to the program. If your child is involved in after school activities please instruct him/her to check in with the Kids' Connection staff first before going to the particular activity.

YOU MUST NOTIFY YOUR KIDS' CONNECTION SITE LEADER PRIOR TO 2:30 P.M. OF YOUR CHILD'S ABSENCE. FAILURE TO DO SO WILL RESULT IN A \$10.00 SERVICE FEE. Absences without notification may be mistaken for missing children and result in unnecessary time spent in searching for the child. If a child does not arrive as expected, the site leader will contact the parent. If the parent cannot be reached, the child's emergency person will be contacted.

DROP OFF AND PICK-UP

Children attending the morning session must be brought into the designated room by an adult. Please do not bring children earlier than 6:30 a.m., our opening time.

Children must be signed in and out on daily attendance sheets by a parent or guardian in order to be admitted to and released from the Kids' Connection program.

Your child will only be released to you or to those people you have given Kids' Connection authorization to pick up your child. Identification will be required of everyone prior to release until faces become familiar to our caregivers.

OPEN DOOR POLICY

Kids' Connection has an open door policy. Please feel free to visit our program anytime.

LATE PICK-UPS

All children are required to be picked up by 6:00 p.m., our closing time. **An overtime fee of \$10.00 per child for every 15 minutes late after 6:00 p.m. will be assessed for late pick-ups.** Time is determined by school clocks in the cafeteria. **After 3 late pick-ups parents will be asked to make other child care arrangements.** Late fees will be charged as follows:

6:01 p.m. to 6:15 p.m. - \$10.00 per child

6:16 p.m. to 6:30 p.m. - \$20.00 per child

6:31 p.m. to 6:45 p.m. - \$30.00 per child

6:46 p.m. to 7:00 p.m. - \$40.00 per child

If a child is not picked up by 6:30 p.m. and all attempts to contact parents/guardians and emergency numbers have been unsuccessful, the police will be notified to place the child in protective custody. This step will only be taken after staff has consulted with the Kids' Connection director.

SICK POLICY

If your child becomes ill at Kids' Connection, we will isolate him/her and call you to pick up your child. He/she must be picked up within a reasonable time. Failure to do so may result in termination of services. The decision regarding whether or not an ill child may remain at the program is entirely up to the discretion of the site leader. We do not have a nurse on site.

It is important that a child be free from all symptoms of illness for 24 hours before returning to our program. **DO NOT SEND A SICK CHILD TO KIDS' CONNECTION.** If you are not sure, call and discuss the situation.

DISPENSING MEDICATION

Prescription medication may be dispensed at Kids' Connection when in the original container with the child's name on the label and signed form (provided by Kids' Connection) is received. Over the counter medicines may also be given when in the original container and accompanied with signed form (supplied by Kids' Connection).

No out-of-date prescriptions or medicines will be administered. We cannot supply aspirin, antacids, ointments, cold remedies or other over-the counter medications for children. There is not a nurse on site.

SNACKS AND LUNCHESES

A nutritious snack will be served each afternoon. Those attending mornings may bring a sack breakfast. On full days a sack lunch, including drink, **MUST** be brought from home. We cannot provide meals at any time.

TOYS AND PERSONAL ITEMS FROM HOME

Toys, games, personal items, etc. are not to be brought into Kids' Connection except on special occasions. You will be notified in advance of those times. When items are brought to Kids' Connection they must be labeled with the child's first and last name. Kids' Connection will not be responsible for lost or broken items. **Cell phones or devices that can be used for texting or calling will not be allowed during Kids' Connection.**

WAITING LIST AND WITHDRAWALS

When all available positions for our program are filled, we will establish a waiting list. Parents will be contacted for placement in the order their inquiries are received.

When withdrawing a child from the program a two week written notice is required. If a child is withdrawn without giving the required notification, the parent or guardian will be financially responsible to pay for an additional two weeks of child care fees. Refunds of any prepaid fees will only be given when the required notification is received.

WEATHER AND EMERGENCY CLOSINGS

- ♥ ***If school is closed for bad weather or emergency conditions, Kids' Connection will also be closed.***
- ♥ If school is delayed for bad weather or emergency conditions, Kids' Connection staff will be at their school sites by 6:30 a.m. to provide child care until the start of school.

- ♥ *If a school delay is extended to a school closing because of weather conditions that have worsened, we will close 2 hours after the closure is called.*
- ♥ If school is released early, Kids' Connection staff will be in by dismissal time to provide child care. Kids' Connection will close 2 hours after school is dismissed.

DISCIPLINE POLICY

As a program that operates in The South Madison Community School Corporation we follow the district's emergency preparedness and response plan. Rules of the school building continue to apply to the children enrolled in our program, both before and after school.

Rules established at school sites are designed to promote harmony among the children and help them develop positive attitudes. Minor discipline problems will be handled promptly by our staff with kindness and understanding but also with firmness. More serious offenses will be discussed with both child and parent in order to seek a solution. If the problem cannot be resolved, the child will be dismissed from the program.

Kids' Connection services may be terminated for any child who is repeatedly disruptive of the program. Disruptive behavior is considered to be any verbal or physical behavior that requires constant attention from our caregivers. This includes but is not limited to the following:

- a. Any actions that cause physical harm to another child.
- b. Verbal or physical abuse directed toward a caregiver.
- c. Disregard of the behavior guidelines of the school site.

Illegal offenses as described later in this discipline policy are subject to automatic suspension or possible removal from the Kids' Connection program. In case of suspension, normal fees must be paid in order to secure the child's position in the program.

MINOR MISBEHAVIOR:

- | | |
|-----------------------------------|---------------------------------------|
| 1. Disruptive of program | 5. Throwing objects |
| 2. Profanity – includes “shut-up” | 6. Arguing with others |
| 3. Restroom misbehavior | 7. Name-calling or put-downs |
| 4. Scuffling, hitting, kicking | 8. Failure to follow staff directions |

DISCIPLINARY ACTION FOR MINOR MISBEHAVIOR:

Step 1 – Verbal warning to child to correct behavior problem

Step 2 – Time-out (5 minutes)

Step 3 – Time-out (10 minutes); Incident report; Contact parent

Step 4 – Incident report; Conference with parent, child and site leader

Step 5 – Incident report; One day suspension

Step 6 – Incident report; Dismissal from program

MAJOR MISBEHAVIOR AND DISCIPLINARY ACTION:

1. Fighting

1st Offense: Incident report; Conference with parent, child and site leader; One day suspension

2nd Offense: Incident report; Three to five day suspension

3rd Offense: Incident report; Dismissal from program

2. Damage or destruction of school or Kids’ Connection property

1st Offense: Incident report; Repair or replacement cost borne by parent; Conference with parent, child and site leader

2nd Offense: Incident report; Repair or replacement cost borne by parent; One day suspension

3rd Offense: Incident report; Repair or replacement cost borne by parent; Dismissal from program

3. Directing profanity/disrespect toward Kids’ Connection staff and other adults

1st Offense: Incident report; Conference with parent, child and site leader

2nd Offense: Incident report; One day suspension

3rd Offense: Incident report; Dismissal from program

ILLEGAL OFFENSES AND DISCIPLINARY ACTION:

1. Stealing

- 1st Offense: Incident report; Return and replace item; Conference with parent, child and site leader
- 2nd Offense: Incident report; Return and replace item; One day suspension
- 3rd Offense: Incident report; Return and replace item; Dismissal from program

2. Weapons and dangerous objects

A weapon is any object that can be or is intended to be used to harm, intimidate or threaten another person. Kids' Connection has a "zero tolerance" policy on weapons of any kind at school. This includes guns, knives (pin and Swiss Army), plastic guns, plastic knives, or any object that could be used as a weapon including kitchen knives in lunch boxes. Any other objects that are used to intimidate or threaten other children such as scissors, forks, pens, razors, etc. are also considered illegal.

Children who talk about weapons or explosive devices and/or threaten to harm or kill students or staff can face severe disciplinary consequences, which could include dismissal from Kids' Connection and arrest.

All offenses will be reviewed by The South Madison Community School Corporation Administration, the school principal and the Kids' Connection director. Disciplinary action will include an automatic suspension of three days with the possibility of recommendation of dismissal from the Kids' Connection program.

3. Physical assault on staff member

A conference will be held with a parent. Disciplinary action will include but is not limited to a suspension of one to five days from Kids' Connection with the possibility of recommendation of dismissal to be reviewed by the Kids' Connection director.

4. Possession or distribution of drugs, alcohol or tobacco

A conference will be held with the parent. Disciplinary action will include but is not limited to a suspension of one to five days from Kids' Connection with the possibility of recommendation of dismissal to be reviewed by the Kids' Connection director and arrest.

Parents, please note:

If a problem arises concerning your child or another student, please let your site leader know and he/she will work with you to resolve the situation. Keep in mind that children are present and that a loud voice and inappropriate or threatening language is not acceptable. Any abusive verbal or physical behavior may result in your child's removal from the program.