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
2025-2026
ELEMENTARY POLICIES

SOUTH MADISON COMMUNITY SCHOOL CORPORATION
CHILD CARE PROGRAM
2025-2026 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

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HOURS & DAYS OF OPERATION

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

Before school care: 6:30 a.m. to the time of the entry bell
After school care: Time of dismissal bell to 6:00 p.m.

The first day of Kids' Connection for the 2025-2026 school year will be Wednesday, August 6, 2025. The dates Kids' Connection will be closed during the 2025-2026 school year are:

Monday, September 1, 2025	Labor Day
Thursday, November 27, 2025	Thanksgiving Break
Friday, November 28, 2025	Thanksgiving Break
Wednesday, December 24, 2025	Christmas
Thursday, December 25, 2025	Christmas
Wednesday, December 31, 2025	New Year
Thursday, January 1, 2026	New Year

FULL DAYS for Kids' Connection will be:

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

August 29, 2025	E-Learning
October 6-10, 2025	Quarter 1 break
November 26, 2025	Staff Development Day
Dec 22, 23, 26, 29, 30 Jan 2, 3	Quarter 2 break
January 5, 2026	E-Learning
Monday, January 19, 2026	Martin Luther King Day (Snow make-up day)
Monday, February 16, 2026	President's Day (Snow make-up day)
Friday, March 13, 2026	School Closed Unless Snow Make-up Days
March 16-20, 2026	Quarter 3 break

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RATES

REGISTRATION FEE:
$40.00 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 ***Thanksgiving week $21.00***	$35.00 weekly
	Each additional child ***Thanksgiving week $18.00***	$30.00 weekly

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, is 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

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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 invoices will be emailed out each Monday with a due date of that Friday. A $10.00 service fee is due on all late payments not made by Friday @ 6:00 p.m., if paid by check, 12:00 a.m. if paid online***
Payments are made for the current week's care. *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.

f. Invoices will be sent out each Monday and are due by Friday to pay for the current week's care. WE ARE NO LONGER PAYING A WEEK

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IN ADVANCE.

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 a 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

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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 childcare 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 the staff have 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**

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Prescription medication may be dispensed at Kids' Connection when in the original container with the child's name on the label and a signed form (provided by Kids' Connection) is received. Over-the-counter medicines may also be given when in the original container and accompanied by a 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 no nurse on site.

SNACKS AND LUNCHES

A nutritious snack will be served each afternoon. Those attending mornings may bring a sack breakfast. On full days, a sack lunch, including a 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 for paying 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.***

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- ♥ 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 the child and the 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.

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Minor Misbehavior:

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

Disciplinary Action for Minor Misbehavior:

Step 1 – Verbal warning to the child to correct the 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

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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 a 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.

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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 are not acceptable. Any abusive verbal or physical behavior may result in your child's removal from the program.

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