

K.I.N.D. CARE BEFORE/AFTER SCHOOL CARE Parent Handbook



2011/2012

*Executive Director – Sandra Joseph
319-668-9515 or 319-330-5783*

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www.williamsburgchildcare.com

K.I.N.D. Care stands for * Kids * In * Need * Of * Daily * Care .

The Program has been providing its services since the fall of 1993. Our Mission Statement: To provide a fun, safe, and nurturing environment for children, with goals of expanding their opportunities to: education, recreation, and social development at an affordable cost during out of school time.

We have earned the deserving reputation as being one of the best school age programs in our area serving up to 80 children each summer and before and after school. The program provides opportunities for activities, to learn new skills, and make new friends. Participants take part in arts and crafts, sports, special projects, swimming, games, and fun trips under the close supervision of the program staff.

PARENT EXPECTATIONS OF THE PROGRAM

Parents may expect that:

1. Their children are cared for in a safe environment.
2. Each child is treated with love and respect.
3. They may visit with the Director or staff about concerns related to their child or Program.
4. To know if their child is misbehaving and to spend time talking with the director concerning a solution.
5. The Director will regularly inform parents about Program activities.
6. The Program will screen and hire quality staff.

PARENT RESPONSIBILITIES

1. To pay fees on time as explained in the handbook.
2. To keep child's records up to date.
3. To sign their child in/out daily, and check communication board for messages.
4. To pick up their child on time.
5. To notify director if their child will be absent or late.
6. To provide a sack lunch for your child daily.
7. Make sure their child understands the Program expectations.
8. Open communication with the staff at all times.



CHILDREN RIGHTS

1. To have a pleasant environment.
2. To have a safe environment.
3. To have their ideas and feelings respected.
4. To have discipline that is fair, equal, and to their best interest.
5. To have staff members that care about them, and help them grow and build their self-esteem.

CHILDREN RESPONSIBILITIES

1. To respect the staff and Program rules.
2. To remain with the group and staff at all times.
3. To learn to accept the consequences of their actions.
4. To respect the materials and equipment.
5. To keep their hands and feet to themselves.
6. Treat each other nicely.

LOCATION:

802 Franklin St
Room. After
the North



Williamsburg, Iowa. The Am drop off is in the Blue school, pickup will be in the Purple Room. Please use entrance when entering and leaving the building.

HOURS OF OPERATION



K.I.N.D. Care will be available **before** school 6:00Am - 8:00Am and **after** school from 3:15Pm - 6:00Pm Monday through Friday. We will be open extended hours on late start and early release days, and scheduled no-school days.

ENROLLMENT

For your child's safety and to comply with state licensing regulations, all enrollment papers must be completed and on file with K.I.N.D. Care **BEFORE** your child begins the Program. These forms include an enrollment application, parent agreement, emergency medical and dental consent forms, general release form, and authorized pick up persons.

To change your status from (fulltime) to (part time/drop-in) or (withdrawal from the Program), you need to provide the Director with a **two week written notice**. You will be responsible for any charges **during that two-week period**, regardless of attendance.

- If you decreased your time from regular hours to a drop-in status and **then later want to reinstate to regular hours**, there will be a charge of \$25.00 per incident.

CLOTHING AND PERSONAL BELONGINGS



At K.I.N.D. Care your child will have many opportunities to experience a variety of activities. Simple clothing that is washable will allow your child to participate comfortably in all activities from playground fun to messy art projects. Each child is responsible for his/her personal items. Individual lockers are available for the children to keep their personal belongings, backpacks etc.

KIND CARE COMMUNICATION



If you would need to get a message to your child or to the program staff or director, please call 668-9515 option 1. Leave a message and someone will return your call soon as possible. There will be a communication book at the sign in/out area for you to hand write daily messages you would have, please date your messages and to whom they pertain to.

IMPORTANT DATES

Kind Care will offer extended hours of care from 6:00 AM - 6:00 PM on the following dates:

(EXTRA FEES WILL APPLY SEE RATES BELOW)

(Available 6:00 AM - 6:00 PM)

SCHEDULED NO SCHOOL DAYS

1. SEPTEMBER 11 CLERICAL DAY
2. OCTOBER 7 CONFERENCES
3. OCTOBER 14 ANNUAL STAFF TRAINING
4. NOVEMBER 23 THANKSGIVING VACATION
5. DECEMBER 23, 27, 28, 29, 30 (CLOSED DEC 24,25)
6. JANUARY 9 STAFF DEVELOPMENT/CLERICAL
7. MARCH 2
8. MARCH 16 STAFF DEVELOPMENT
9. APRIL 5 OPTIONAL SNOW MAKEUP
10. APRIL
11. APRIL 9 OPTIONAL SNOW MAKEUP

SCHEDULED PM EARLY RELEASE DATES

Scheduled early releases will be at 12:55 - 1:05 PM

Extra charge of \$6.00 per child Drop in status will pay \$15.00 per Pm

- AUGUST 26
- SEPTEMBER 14
- OCTOBER 25, 26
- NOVEMBER 16
- DECEMBER 9
- FEBRUARY 1, 29
- APRIL 25
- MAY 11

CLOSED DATES

1. Sept: 5 Labor Day
2. OCTOBER 14 Staff Annual Training
3. November: 24,25
4. December: 26
5. January 2
6. APRIL 6 Good Friday
7. May: [Friday 25, Fri. 26, Camp prep] (tentative)
8. May: Mon. 28 (Memorial Day)
9. May 29 (tentative)

FIRST DAY OF CAMP 2012

Tentatively set for Wednesday May 30, pending snow makeup days. The exact opening date will be decided when we are informed what the last day of school will be.

WEATHER RELATED LATE STARTS, EARLY RELEASES, AND NO SCHOOL DAYS

ADDITIONAL NO SCHOOL DAY CHARGES:

Families enrolled full-time in either AM or PM: will pay an additional \$20.00 pr child per no school day. **Families on a Drop in Status:** will pay \$32.00 per day per child

NO SCHOOL DAY SIGN UP PROCEDURE:

A pre-registration form will be sent out in advance for each no school day that we are open. There will be a deadline to pre register for the no school day. If you sign up and your child does not attend, you will be responsible for payment of your child's reserved time. The only exception will be a **48-HOUR ADVANCE NOTICE TO CANCEL A NO SCHOOL DAY**. Staff has been scheduled and counting on your child to attend.

Food on no school days: K.I.N.D. Care will provide breakfast and a Pm snack. Your child will need to bring a sack lunch. NO POP. K.I.N.D. Care will provide milk.

DELAYED STARTS/EARLY RELEASES:

1. If school announces a **2 hour delay**
 - The program will open at our regular time (6:00am) providing care for the extra 2 hours, and provide breakfast. Extra fees apply
2. If school is **released early** because of weather or a scheduled early release
 - The program will open **at the time of release** and remain open until 6:00 pm. Extra fees apply

CANCELLATIONS:

1. If school is **cancelled the night before school**
 - The program will open **at 6:00am** and remain open up to 6:00 pm.
2. If school is **first delayed and then cancelled:**
 - The program will open **at regular time (6:00am)** and remain open until 6:00pm

NOTE: If Kinze MFG announces a closing, Kind Care **will be closed** too. Snow credits will be applied to your account for any of those days and snow make up days will be charged at the end of the year.

(At our discretion about the severity of the weather and safety of the children and staff, we may choose to close early (4Pm) on a canceled day)



K.I.N.D. Care Fees 2011-2012 (6/01/11-05/31/12)
 Fees are payable for all reserved time, absentee credits will not be given

School Year Rates

Registration \$50.00 per child

Schedule Changes (switching back and forth from fulltime to part-time) \$25.00 fee per incident

Before School

Regular Rates

Delayed Starts (additional)

Basic -----\$35.00 pr wk ea. child-----\$6.00 ea. child

Drop-In ----- \$12.00 pr Am ea. child -----\$15.00 pr Am ea. child

After School

Regular Rates

Early Release (additional)

Basic -----\$50.00 pr wk ea. child-----\$6.00 ea. child pr day

Drop-In -----\$12.00 pr Pm ea. child -----\$15.00 pr Pm ea. child

B-4 & A School

Regular Rates

Basic -----\$80.00 pr wk ea child

Drop-In -----\$20.00 pr day ea. child

Scheduled No-School Day additional charges

Basic ----- \$20.00 pr day ea. child

Drop-In----- \$32.00 pr day ea. child



Late Pickup Charges - \$1.00 per minute beginning at 6:01

Return Check Fee - \$25.00

Summer Fees 2011 - Note: If you wish to participate in the Birdies fundraiser you may deduct \$6.00 pr weekly fee.

Basic Full time ----- \$122.00 pr wk ea. child
 5 days pr week contracting 7-10 wks

Partial Fulltime----- \$130.00 pr wk ea. child
 5 days pr week contracting 4-6 wks

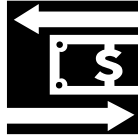
\$140.00 pr wk ea. child
 5 days pr week contracting 1-3 wks

Part-Time----- \$32.00 pr day ea. child
 1-4 days contracted pr week

Registration - \$50.00 ea. child (after posted registration deadline 65.00)

Activity Fee - \$60.00 pr child

RETURNED CHECKS



There will be a \$25.00 charge for all returned checks in addition to any charges made by our bank. Cash or a cashier's check will be required as payment for a returned check. Your account may be put on a cash-only basis after several returned checks.

LATE PICK-UP CHARGES

Parents who pick up their children after the regular closing time are charged a late fee of \$1.00 per minute, beginning at 6:01 Pm. This will be billed to your account.

ARRIVAL &



DEPARTURE

AMS:

Logging In and Out: Parents are required to log their child/ren in at the computer using their login number. Please escort your child to their classroom and make contact with a staff. A staff should greet you and your child each morning. Dropping off your child at the computer is **not allowed**. The arrival and departure policy is designed for your child's safety and to provide communication opportunities with the staff. Am children will be bussed to their respective school at 8:00am

PMS:



Children will be bused from their perspective school to the High school and transfer to bus #1 which will bring them directly to the Child Development Center. Parents are required to pick their child/ren up from their classroom after they log them out on the computer located in the lobby. If you are unable to pick your child up by the designated time, please arrange with one of the people on your child's pick-up authorization form, to pick up your child. A staff should greet you each evening, please give them the courtesy of making sure of your arrivals and departures.

A waiver must be signed if you plan to have your child walk or bike home. These are available from the Director. Please state the time established for your child to sign out, and who will be responsible for your child and return it to a staff on duty.

HOMWORK SUPPORT

Kind Care provides homework support, lead by a staff with an assistant. Children enrolled in the afterschool program are offered Homework Support at no charge program between 4:00-5:00Pm. Homework Support is also available for purchase for children not enrolled in the Pm Program. Cost is \$10.00 a PM.

DISCIPLINE AND DISCHARGE

At K.I.N.D. Care, discipline consists of positive reinforcement, redirection, and time-out. The use of physical punishment is never permitted. As your partner in caring for your child, it is important for good communication to exist between the family, K.I.N.D. Care Director and Staff. If your child is experiencing a change in home environment that may result in behavioral differences, it is important for you to notify you Director. Your Director will keep you informed of any behavioral problems concerning your child at K.I.N.D. Care. Every effort will be made to resolve any problem that may occur. K.I.N.D. Care reserves the right to ask you to make alternate arrangements for the care of your child.

Participants are entitled to a pleasant environment at the Program. The Program cannot service children who display chronically disruptive behavior.

Disruptive behavior will be dealt with in the following manner:

STEP ONE:

The misbehaving child will serve a five-minute time-out, in order for him/her to cool down and think about his/her action. A discussion is held between the child and the staff person. The child will be no mistake in understanding the (i.e., What did you do wrong? choices?) The child will return to



asked for responses so there can be rule and what is acceptable behavior What should you do? What were your the activity in most cases.

STEP TWO:

If the behavior is repeated, the from the group. This area is short periods and think about minutes. A staff person will discuss the incident with the child. The child is expected to sit quietly during this time.

child will be placed in an area away simply a place for the child to sit for a improving his/her behavior for ten minutes. The child is expected to sit quietly during this time.

STEP THREE:

If the offense is repeated, the child will see the Program Director or Assistant Director. A behavior report may be completed by the child and staff member and given to parent at the end of the day. Another activity will be chosen for the child. At step three, counselor and child will discuss taking away a camp privilege to help modify the behavior (i.e. taking away swimming privileges). Please keep in mind that activities such as swimming, fieldtrips, etc., are considered a privilege and are for those children who follow the rules.

STEP FOUR:

If the problem is serious in nature, such as a physical incident, a discipline report is completed. If a child receives three discipline reports the child will be suspended from Camp for a three day period, and a meeting will be set up between the parents and Program Director or Assistant Director. This step is to work with parents and the child about the behavior so it does not become a chronically disruptive behavior problem as define below and to discuss conditions for reinstatement. If the child is written up for any reason after suspension, the child will be expelled from the camp for the duration of that summer. There is no pro-ration of weekly fees for suspension.

Chronically disruptive

verbal or physical activity to, such behavior that: staff, inflicts physical and abuses the staff, ignores or behavior during the Program time. If the child cannot adjust to the Program setting and behave appropriately, then the child may be discharged.



behavior is defined as:

which may include, but is not limited requires constant attention from the emotional harm on other children, disobeys rules set up to guide

behavior during the Program time. If the child cannot adjust to the Program setting and behave appropriately, then the child may be discharged.

It is our hope that the K.I.N.D. care Program will be a rewarding and exciting place for your child. We have many activities planned and enthusiastic Staff and are looking forward to working with your child. We will do everything possible to help each child succeed in the Program. Thank you for your support.

AUTHORIZED PERSONS

It is important that the registering parent notify the Director in writing of persons authorized to pick up the child. Please notify the Director in writing of any changes in the information immediately. K.I.N.D. Care assumes no liability if not properly advised. Anyone picking up your child must show proper identification before the child will be released. In the case of divorced parents. An official restraining order must be on file at K.I.N.D. Care to prevent the parent from picking up the child.

FOOD

to bring a
board
please



The snacks that we serve at K.I.N.D. Care will be nutritional and healthy. No school days, your child will need sack lunch. A menu will be posted on the Kind Care posting located on the east gym wall. If your child has food allergies inform the Director and let staff know.

Kind Care participates in the Child and Adult Care Food Program (CACFP) administered by the Iowa Department of Education. Participants are not charged separately for meals. However, by participating in this Program, the center receives partial reimbursement for nutritious meals served to children.

Kind care will ask each family to fill out and return a CACFP enrollment form and income survey.

Updated July 29, 2011

Iowa Nondiscrimination Statement-"It is the policy of this CNP provider not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, disability, or religion in its programs, activities, or employment practices as required by the Iowa Code section 216.7 and 216.9. If you have questions or grievances related to compliance with this policy by this CNP provider, please contact the Iowa Civil Rights Commission, Grimes State Office Building, 400 E 14th St., Des Moines, IA 50319-1004; phone number 515-281-4121, 800-457-4416; web-site: <http://www.state.is.us/government/crc/index.html>."

BREAKFAST

Children going to Mary Welsh and Lower Elementary will eat breakfast in their respective schools which is served up to 8:20 Am. L.I.S. does not serve a breakfast so those instances we will serve a small breakfast to any L.I.S. child upon parental request. The breakfast program is provided by the school and a breakfast ticket may be purchased through the school office. If your child will be eating breakfast, please instruct them to go breakfast first when they arrive to their school. On no-school days, Kind Care will offer breakfast at no extra cost to all children.

LUNCHES

On scheduled no school days your child will be required to bring a sack lunch. We ask that you not bring large sweets. NO Pop. Please pack a cool-pack if your child's lunch requires cooling. A microwave will be available for heating food. We do allow sweets for birthdays or holidays.

PM SNACK

Kind Care follows the CACFP guidelines (Child Adult Food Program). An afternoon snack is served with milk or juice daily between 3:15 p.m. and 4:00pm at no extra cost. If your child has a milk allergy, a written note must be on file stating so. We would provide a juice as an alternative or serve a drink provided by you.

ATTENDANCE

Please notify us as soon as possible if your child will be absent or late on a scheduled day of attendance. We ask for two reasons:

1. We are concerned about your child's safety
2. Helps maintain a quality program with proper staffing.

If circumstances cause you to withdrawal your child from K.I.N.D. Care, we appreciate as much advance notice as possible. **To withdraw your child from the program you must provide the director a two-week written notice, during which time you are responsible for payment of contracted fees.**

HEALTH POLICY



-Illness- Your child's health is a matter of major importance to us. If, your child becomes ill while at K.I.N.D. Care we will be notify you to pick up your child immediately. Illness guidelines: Contagious Disease, Fever over 100F, Vomiting or Diarrhea

HEAD LICE

If a child has head lice, it is expected for the parent to report it to the center director. The center director will post a head lice notice to inform families that there is a case of head lice in the center and to take precautions and screen their child/ren too. Confidentiality will be maintained, names will not be released.

When a child is found to have evidence of head lice by a staff, an effort will be made to contact the parent or guardian to inform them that a case of head lice has been observed in their child. The child may remain at Kind Care until dismissal with the provision they begin treatment before their child returns. Parents will be given written material to acquaint them with the nature of this infestation and what should be done to get rid of it as recommended by the Iowa State Department of Health. An attempt to remove ALL nits should be made before returning to Kind Care. For reoccurring infestations from the same family, before returning to Kind Care, the child will need to bring "proof of treatment" such as the box top of the medicated shampoo. The child will be rechecked. If nits are found, the parent will be asked to continue to work on removal of the nits.



MEDICATION:

1. Whenever a child is administered a prescription or over the counter medicine, the parent must provide the Director a completed signed medication authorization form.
2. Medication brought to K.I.N.D. Care must be provided in the original or a duplicate container accompanied by the doctor's instructions for use.
3. Medication kept at K.I.N.D. Care for treatment of a chronic condition, no more than a one-month supply should remain at K.I.N.D. Care at any one time.
4. If your child has head lice, he/she will be sent home immediately, and allowed to return when he/she has been treated and nits removed.

INJURIES

We realize that you will want to be aware of your child's injuries. The Director will provide you with an Incident form for each occurrence. In case of serious accidental injury, we will make every effort to contact you for instructions. If you cannot be reached, we will contact the emergency numbers on the emergency consent form. Please keep these numbers updated on all enrollment forms

BITING POLICY

Center perspective on Biting

Biting may be a very common behavior among children birth to three years of age. However, at the school age level biting is uncommon and is considered an aggressive behavior.

The center will respond to individual biting incidents and episodes of ongoing biting:

1. Staff should keep their feelings in check.
2. The involved parties will be separated
3. Ensure all children are safe
4. Staff should (in a firm, calm voice) address the child that bit in a short simple and clear way
5. Staff should shift their attention to the child who was bitten and show concern and support for that child
6. Go back and talk with the child and the different strategies s/he can use next time, instead of biting
7. Help the children move on.
8. For on going biting, the center will follow is center discipline and discharge policy.

The Center will respond to the individual child or staff who was bitten:

When a biting incident occurs, the child who was bitten should be immediately cared for and shown concern and support. The child with the challenging behavior should be taught in a caring and firm way that the behavior is not acceptable as well as alternative behaviors. Staff will follow Center discipline and discharge procedures.

The Center's first aid procedures used to biting incidents:

1. A bite that just causes bruising or only scrapes the top layer of skin will not require much more than cleaning with water and ice.
2. If blood (or other body fluids) is present, wash the area with soap and water then cover with bandage.

Did the child who was biting get blood (or body fluids) in their mouth?

1. Have child rinse mouth out with plain water; then notify the parents of this child about the blood or body fluid exposure.

The Center's process of notification to parents of children involved in the incident and documenting the incident:

The Center should provide confidential incident reports to parents of involved children. A copy of the incident report will be placed in the involved children's file.

The Center will protect confidentiality:

When informing parents that their child has been bitten or bit by another child, the Center staff and volunteers should maintain the confidentiality of the other child.

The Center will assess the adequacy of the staff supervision, context, and environment in which the biting occurred:

1. Quality of relationships between child and primary staff
2. Does the primary staff need further professional development?
3. Does the environment prevent large groups and reduce disorder?
4. Are there long waits and transitions?
5. Are the classrooms organized to minimize confusion and stress?
6. Is there a quiet place where children can go when overwhelmed?
7. Do caregivers routinely assist children with identifying feelings

STAFF



All staff and persons involved in any kind of instruction to the children including volunteers are finger printed, screened through a national and Iowa criminal records and child abuse check. To prepare the staff to give your child a safe school year, all staff is required to have a health screening training in, universal pre-cautions, CPR, first aid, and mandatory child abuse reporters. Staff receives training in Kind Care activities and routines, discipline procedures, policies, health and safety, and emergency procedures. Kind Care will provide opportunities for more ongoing extensive training by various professionals on topics that are relevant to childcare practices. All volunteer staff is required to be a minimum of 16 years old.



LIMITED OPEN DOOR POLICY AND ACCESS:

Access to any child will be limited to authorized family members, authorized support services, and staff. If other children are present during an authorized visit a staff member must be present to monitor the program area during that time. Supervision and monitoring means a center staff will have direct view and contact with all children in their care at all times. Children are not allowed to be alone in any classroom, playground, or public place, for any length of time. Other people permitted on the premises that have not been through a formal record check will need to sign in at the office upon arrival and sign out at departure and state the nature of being on the premises. In the event that person will be in the presence of any child/ren, a staff person will monitor and supervise that area. Classroom lead staff will delegate a staff person to monitor the classroom directly in contact with any outside person that is authorized to be on the premises. Permission for outsiders and visitors to be on the premises will be at the discretion of the Director. In the absence of the Director, the Director will delegate an on-site staff to authorize any visitors having access to the center. These policies will safe guard children from child predators, and situations that would put a child at risk for abduction or harm.

Emergency Drills

As required by DHS licensing regulations we will acquaint your child with emergency procedures for both tornado and fire emergencies. Children are prepared in advance and practice evacuation drills on a monthly basis.

CENTER-WIDE EMERGENCY LOCK DOWN

1. Police notify center through Nixle program.
2. Lockdowns will be decided upon by the Director.
3. Director or designated administrator pages all zones (including Kind Care) by pressing "page all" already programmed on phone or F610.
4. Director or designated administrator will announce code "There is bubble gum on the playground".
5. Once heard, lead teachers must ensure doors are locked.
6. Green room and red room teachers notify any classrooms out on the playground using the same code.
7. Director or designated administrator will lock front door.
8. Director or designated administrator will visit each classroom to ensure all staff, children are in the classrooms, and doors are locked including the KindCare area.
9. Director or designated administrator will post sign on door with all pertinent information for parents coming to pick up children.
10. Director or designated administrator will not leave the building until all clear and will watch the door.
11. Director or designated administrator will keep in contact with local police through Nixle program and notify staff when lockdown is over.
12. Once lockdown is lifted, Director or designated administrator will page all zones again with code "The bubble gum is gone".

During a center lockdown, the center will post the following notice on the front entrance:
Dear Parents,
We are currently on lockdown here at our center. If there is no one at the door to let you in, please call the center at 319-668-9515 option 2 or by cell phones to Bethleen Groepper @ 319-330-4836 or Sandra Joseph @ 319-330-5783. A staff member will come to open the door for you. We are sorry for inconvenience this may cause you, but we are dedicated to protecting and ensuring the safety of our children.

NONDISCRIMINATION POLICY

K.I.N.D. Care is an equal opportunity provider. Applications for enrollment are considered without regard to race, religion, color, sex, notional origin, disability, or any other basis prohibited by law.

BOARD OF DIRECTORS



K.I.N.D. Care is a 501 c (3) not-for-profit organization with a governing Board of Directors. The Board meets quarterly to determine policies, rates, etc, if you are

interested in becoming part of the Board, or would like to attend the meetings, please contact the Director. Annual Board Meetings are held in May.

K.I.N.D. Care Inc Board of Directors: 2009-2011

- ◆ Mary Greiner - **President** – Business Community member & past parent
- ◆ Renee Rathjen – **Vice - President** – Parent
- ◆ Dawn Risner – **Secretary/Fundraising** – Parent
- ◆ Vacant - Parent #1
- ◆ Vacant - Parent #2
- ◆ Mike Errthum – **Executive Building Committee** - Parent
- ◆ Shirley Hoepfner- **Executive Building Committee**- Parent
- ◆ Joel Karr – **Executive Building Committee** – Business Community Member