



**Handbook for Parents
2007-2008**

Dear Parents,

It is my pleasure to welcome you and your child(ren) to the Kidz Klub Program. This before and after school program is an extension of Maryville Christian School and is available to MCS students only.

Our purpose is for your child(ren) to have a safe and caring place to go before and after school. Our desire is to make your child's experience fun and exciting, by providing them with a variety of activities and opportunities to learn and grow. Our goal is to teach each child about the love of Christ through our daily interactions and conversations as well as object lessons designed to help them understand and remember.

This "Parent Handbook" is provided in addition to the information you received in your registration packet. If you have any questions, please don't hesitate to give me a call or leave me a message at the Church Office.

I am very excited about this upcoming year and look forward to serving the children and families of MCS. I pray God will continue to bless the families of each student and staff member.

Sincerely and Respectfully,

Barb Smith
Kidz Klub Coordinator

Arrival and Dismissal Times & Procedure (Late Fees)

Kidz Klub operates Monday through Friday on days school is in session. The morning session operates from 7:00am until 8:30am at which time; students are signed out to their classrooms. The afternoon session operates from 3:00pm until 5:30pm. Students are escorted from their classroom to Kidz Klub by their teachers or by Kidz Klub Staff.

Parents **MUST** escort and sign their child(ren) in and out each morning and evening. We will **NOT** release children to anyone who is not listed and/or approved on your enrollment form without a valid driver's license and unless Kidz Klub Staff are notified in writing or by phone before sign out time. Children will **NOT** be released to siblings who are not 18 years or older. This is a safety issue and no exceptions will be made.

A late fee of \$10 will be assessed if your child is picked up after 5:30pm. Parents are encouraged to have a plan in place for someone to pick up your child in an emergency situation such as inclement weather or highway congestion. At that time, it is expected that parents notify the Kidz Klub Staff and activate the emergency plan.

Payment Policies and Procedures

Payments must be made the Thursday prior to the week of attendance. If your child attends the Occasional Session, payment is due the day before they attend. If you unexpectedly utilize the program at the last minute, payment will be due at the time of drop off or pick up. All payments must be made by check or money order; we are not able to accept payments in cash. Late fees are due with the next week's payment. Please make sure payments are made on time in order to avoid alternate childcare arrangements. Children will not be allowed to attend Kidz Klub if payments are not current.

Children will be allowed to attend on unscheduled days as long as arrangements are made in advance with the Kidz Klub Coordinator. Additional payment for these days is due when arrangements are made or on the Thursday prior to the week of attendance.

If Kidz Klub services are needed at the last minute or in the event of an emergency, please call the Kidz Klub Coordinator to make arrangements. Additional Payment in this instance will be should be added to the next regular payment.

In the event a bounced check; payment must be made within 2 days and a \$20 fee will apply (also payable within 2 days). If a second check is bounced, the same applies and checks will no longer be accepted, payment must then be made by money order.

If a check is written on a closed account; payment must be made within 2 days and a \$20 fee will apply. Checks will no longer be accepted, and payment must then be made by money order.

There will be no refunds or credits if your child is absent from school on a day they are scheduled to attend.

In the event school is closed due to holidays, parent/teacher conferences and teacher training; payments will be pro-rated to reflect the number of days school is in session. In the event school is closed due to inclement weather, a refund will not be given however, a credit will be applied to your account.

Please be aware that all rates are subject to change at the discretion of the MCS Board; however, you will be notified of any changes in advance.

Illness/Injury

If your child has or develops a temperature of 100 degrees or higher (without having been medicated), has or develops a rash, is vomiting, or has significant pain due to ear ache, headache, stomach ache, or has head lice, they will not be allowed to attend Kidz Klub.

If your child becomes ill while in attendance, you will be notified by the staff. Please make every effort to pick your child up within the hour.

If you cannot be reached, someone on your authorized list will be contacted to pick up your child(ren). If the staff is unsuccessful in notifying either a parent or an alternate contact, your child will be made as comfortable as possible until someone arrives to pick them up.

Your child must be fever free for 24 hours before returning. If he/she requires a doctor's visit, you must provide a doctor's release before returning. This is for everyone's protection.

If your child is injured while in attendance, you will be notified by the staff. If emergency medical care is required, you will make arrangements with the physician or hospital of your choice. In the event of an emergency in which neither parent can be reached, the staff will contact the physician or facility; listed on your "Medical Release and Authorization" form and if necessary; authorize ambulance transport and treatment to the nearest hospital as authorized by you in the aforementioned form.

Medication

We strongly prefer not to be involved in distributing daily medications. We encourage you to give necessary medication to your child before they arrive or after you pick them up. If medication is absolutely necessary during Kidz Klub hours, a doctor's order must be submitted in advance. All medication is to be given to the Kidz Klub Staff when you sign your child in. No child shall be allowed to keep medication with them.

In the event that it is absolutely necessary for medication to be administered during Kidz Klub hours and by Kidz Klub Staff, an "Authorization to Administer Medication" form must be completed, signed, and dated.

Snacks

There will not be a morning snack provided, however you may send breakfast with your child as long as they arrive no later than 8:10am. This will allow 15 minutes for your child to finish eating. An afternoon snack time will be provided; however each child is required to bring their own snack and drink.

Personal Items

We request that your child leave all personal toys, video games, CD players, and the like, at home. If the you choose to provide a cellular phone for your child(ren) it must remain in their back pack turned off and may only be used with permission from a staff member. Please mark all articles belonging to your child(ren) with proper identification. This will eliminate any possibility of damage or loss.

Daily Activities

Each day will consist of prayer times, object lessons related to every day life, sports, organized games, self-directed play, arts & crafts, homework study, story/reading time, music, movies and other activities. Please make sure your child wears tennis shoes each day to prevent injury while participating in our activity filled days. All movies shown will be selected by Kidz Klub Staff and will always be Rated "G".

Discipline

The Kidz Klub Program's philosophy of discipline is based on respect for God, parents, teachers, and each child. We focus on setting reasonable limits and consequences, and encouraging increased self-discipline. Only constructive methods of discipline shall be used to promote good behavior and godly character. The staff will work with the child and cooperate with parents to resolve any problems that may arise.

When inappropriate behavior occurs, we will:

- Redirect the behavior
- Discuss the problem with the child to determine the cause and help the child find ways to resolve it.
- Pray with the child for God's direction and forgiveness, when appropriate

At times it may be necessary to:

- Separate a child from the group (with supervision) allowing him/her to think about the situation. A child may rejoin the group when he/she is prepared to cooperate with others and obey Kidz Klub staff
- Give time out from play period, free time, or group activities

If a child's behavior consistently disrupts the flow of the program, physically or emotionally harms others, and otherwise conflicts with the program rules and guidelines, a conference with parents will be scheduled. In the event the problem persists after all reasonable attempts have been made, the child may be subject to dismissal from the program at the discretion of the Kidz Klub Coordinator and MCS Board of Directors.