

KIDS CLUB HANDBOOK
Bowman Charter School
Revised



13777 Bowman Road
Auburn, CA 95603
530-887-1310

KIDS CLUB HANDBOOK

Bowman Charter School

KIDS CLUB is a program offered by the Ackerman School District. Our Directors and Program Leaders are 18 years or older, CPR and First Aid certified, with the required education and experience to make our program a healthy, stimulating and safe environment. The safety of the children in our program is our first priority. KIDS CLUB offers daily homework assistance, sports, arts and crafts, fun educational activities, homemade fresh snacks, and socialization time with friends.

We believe every child has the right to grow and develop in a safe, supportive environment where each person is valued for his or her own unique qualities and differences.

Daily Activities

- Provide a quality after school program for elementary aged children.
- Provide homework assistance and support through educational enrichments.
- Introduce children to community responsibility through positive involvement.
- Create positive adult/child interaction and communication.

- Utilize a curriculum offering choices of hands-on creative activities, group and individual projects of exploration and problem solving, and involvement in community service projects.

Age of Children

KIDS CLUB is available for children enrolled in kindergarten through sixth grade at Bowman Charter School.

Registration

The \$25 registration fee covers the immediate family for the entire school year.

KIDS CLUB Will be Closed for legal holidays

Labor Day
Veteran's Day
Thanksgiving Day*
Christmas Day*
Martin Luther King, Jr. Day
Lincoln's Day
President's Day
Memorial Day

***KIDS CLUB may be open (6:30am-6pm) on Non-School Days (depending upon interest)- \$25/day (meals/snacks served)**

Thanksgiving Break (M, T)
Winter Break (check with Site director)
Spring Break
Summer – Month of June

Withdrawing From the Program

A 30-day advance written notice to your site director is required to withdraw from the program. Otherwise, you may be responsible for payment of days during that time period. We cannot guarantee that there will be space available if you wish to re-enroll at a later time during the year.

Operating Hours

Operating hours are between 6:30am-8:00am and 1:30 and 6:00 p.m. On minimum days and early out days, care will be available beginning at early dismissal. There is a \$1.00 per minute late fee beginning at 6:01 p.m. **by the site clock**. Late pick-up fees may be paid at the site and are due by the next business day. Non-payment of late fees will interrupt service and repeated late pick-up will jeopardize enrollment. If we cannot reach a responsible party or have contact from the parent/authorized representative by 6:30 p.m., we will call Child Protective Services.

We offer morning care from 6:30-8:00am. Breakfast will be served.

We also offer a short day from 1:30-2:40. Staff members will escort the short day students to the pick-up line at 2:40. Any child not picked up by 2:45 will be charged full day rate.

Pick-Up and Drop-Off

Children must be signed in and out daily with a full signature and the correct time of pick-up. Do not drop-off your child at the curb, or take them from the facility without following our sign-out procedures. We do not allow children to sign themselves out of KIDS CLUB. Children will only be released to those adults listed on the registration form who are approved

to take the child from the facility. Photo I.D. will be required at pick-up.

Payment Procedures - *this is not a drop-in program. Days must be contracted and paid in advance.*

➤ For daily rates see Rate Sheet.

Children may be registered as full-time or part-time:

- If your child is full-time, they will receive priority and be guaranteed space each month as long as your account is in good standing. “Full-time” means that every operating day in the month is contracted and paid, regardless of usage, and no refunds or credits are issued for unused days. In the event that a reduction in enrollment is necessary, full-time students have priority.
- Part-time registrations may be limited. “Part-time” means that parents choose which days they want to contract. Part-time contracts are processed on a first-come, first-served basis, and there is a possibility that space will not be available on any given day. In the event that a reduction in enrollment is necessary, part-time students will not have priority.
- Registration as full-time or part-time applies for the entire school year and the site director must approve any change in advance. *Status cannot change monthly.*
- There are no additional fees for minimum days.

Payments are due monthly in advance and are due the first week of every month for that month.

For your convenience, payments may be made by the following ways:

- By cash or check (no credit card) at the KIDS CLUB site between the 1st of the month and the due date.

- By mail, postmarked by the due date.

Payment Late Fee Notice: Payments received or postmarked after the due date will be charged an additional \$20 late fee. Sorry- no exceptions. Failure to pay in a timely manner will interrupt childcare.

NSF checks will result in a \$30 charge and loss of service.

If a parent wished to add to the days contracted in the month, these must be arranged with the site director in advance. Payment (plus \$2.00 per day) must be paid prior to use.

Requests for split payments (as a result of custody issues) must be approved in advance by the site director and may be denied if payments are not made in a timely and cooperative manner.

Subsidized Care

Ackerman School District does not subsidize any childcare at KIDS CLUB. However, we do work with groups such as P.C.O.E. and Child Action, which may contract with us for payment of childcare. It is the parents responsibility to sign up for these available programs, not the Site Director. Parents

receiving subsidized care must also complete our registration packet each year and turn in contract vouchers monthly to the KIDS CLUB director to reserve space for their children. It is the parents responsibility to complete all paperwork and time sheets correctly. Any error that results in non-payment to KIDS CLUB will be charged to the parent. Failure to fulfill the parental responsibilities agreed upon for payment may result in termination from the program. Any fees not paid by the subsidized care organization will become the responsibility of the parent.

After School Procedure

Bowman KIDS CLUB is located at the end of the parking lot near the fitness equipment. Parking is available in the parking lot in front of the KIDS CLUB building. KIDS CLUB staff will pick up the kindergarteners from their teachers at the parents' pick-up line. Children in 1st-6th grades are to meet staff immediately after dismissal at the pick-up area and walk to the KIDS CLUB room. Children who report late to KIDS CLUB must have a signed note from a teacher or parent explaining the reason. In the event that a child repeatedly shows up late to KIDS CLUB without a valid excuse, a parent conference will be arranged with possible dismissal due to liability.

As a courtesy, please call if your child will not be attending on any given day. If your child is involved with school activities after dismissal, please alert KIDS CLUB staff. We do not call for children who are absent from KIDS CLUB unless the parent requests it.

Afternoon Activities

Afternoon activities include quiet homework time every afternoon with assistance from KIDS CLUB staff, except on occasional days when other activities are planned. In consideration of all students, children are expected to work on homework or another staff approved activity. Organized sports and games, occasional cooking projects, theme-related activities and community service projects offer recreational and educational opportunities. G-rated and appropriate PG movies may be shown on minimum days, rainy days, non-school days or when exploring a theme.

Medication Policy

Prescription Medications will only be dispensed when accompanied by a signed, dated, authorization from a parent/guardian. Such authorization should be given directly to the site director. The medication must be in its original container with the child's name, dosage, doctor name, and warnings clearly printed by the pharmacy. You will be asked to sign a form stating the exact quantity you have delivered to KIDS CLUB.

Over the counter medication will only be dispensed when accompanied by a signed and dated authorization from the child's parent/guardian, as well as a note from a physician. Authorization should be given directly to the site director. Medication must be in the original container with dosage, warnings, and child's name clearly printed on it.

Sick Policy

KIDS CLUB follows the same guidelines as Bowman Charter School in regards to sick children and the health policy. If your child is ill, please do not send them to KIDS CLUB. If your child becomes ill at KIDS CLUB, staff will call an authorized person on the emergency card to pick up your child. If your child did not attend school due to illness or otherwise, they may not attend KIDS CLUB.

Bowman Charter School and KIDS CLUB Health Policy

If your child is ill, he/she MUST be kept at home. By enforcing this policy, we are able to maintain a healthy environment for all students. If your child shows symptoms of an infectious illness at school, the Parent/Guardian will be contacted to pick him/her up within one hour from the time of telephone contact. Children must be free of symptoms for 24 hours before they may return to school/ KIDS CLUB.

The Symptoms are as follows:

1. Diarrhea
2. Fever of 100 degrees or above
3. Cough with mucous secretion
4. Vomiting
5. Pinkeye
6. Head lice; hair must be checked by office staff/nurse and be lice free prior to re-admittance to school
7. Heavy nasal discharge indicating an infection
8. Contagious illness, such as chicken pox

Allergies

Please alert KIDS CLUB staff to any allergies your child may have. If your child has severe allergies, you may wish to

provide an epipen. The parent is responsible to monitor the expiration date on epipens and provide new ones when necessary. A child will not be served a food to which the child's record indicates he/she has an allergy. A parent may provide a snack for their child if they wish.

Personal Items

KIDS CLUB is not responsible for lost, broken or stolen items. Please leave valuables at home. Should you choose to bring items from home, please have them clearly labeled with your child's name. KIDS CLUB respects and follows the same rules as Bowman Charter School in regards to personal items. CDs/Ipods with offensive or violent lyrics, inappropriate language or subject matter are not allowed. CDs/Ipods may not be shared with other students at KIDS CLUB.

Video equipment, cameras, or any other recording devices are prohibited to protect the privacy of all children in our care.

As at school, children must wear shoes at all times, and all shoes must have heel straps (no flip flops). Children are to dress modestly with no visible underclothing, revealing or gang-related/violent items or logos.

Snacks

Fresh homemade snacks are provided each afternoon between 3-3:30 p.m. An additional snack will be provided between 4:30-5 p.m. All foods will be selected, prepared, stored and served in a safe and healthful manner.

Behavior Expectations

We strive to make KIDS CLUB a safe, fun environment, and we expect the children in our care to respect the rights and privacy of others. Students who are physically or verbally abusive to others or to the staff, or damage or steal belongings, will face disciplinary actions such as loss of privileges, suspension and possible expulsion from the program. School rules are followed on the school grounds, and school and KIDS CLUB property is to be respected at all times.

Children are never forced to participate in planned activities. However, we do encourage them to try new experiences. For example, a child who is uncomfortable competing may enjoy keeping score or leading cheers. A variety of choices will be offered wherever possible.

Special Note

We try to be sensitive to the needs of parents and children who are in the midst of custody issues. However, we will not tolerate any disruption of our program, and insist that disagreements be handled away from KIDS CLUB, or risk having service terminated. Parents must provide KIDS CLUB with current restraining orders.

If parents share joint legal and physical custody, both parents must be listed on the registration paperwork. We ask that parents respect their court-appointed custody agreements and not place our staff- or their children- in a difficult situation by coming when not expected.

Requests for split payments (due to custody issues) must be approved in advance by the director. If the account is not kept current, regardless of which parent is responsible for the payment, service will be terminated.

Special Projects

Occasionally we provide opportunities for our students to give back to the community in the form of serve projects or fund-raisers. These are completely optional and no discrimination will result if a child is unable or unwilling to participate.

Safety/Pick-Up

Safety is our top priority at KIDS CLUB. If you have arranged for someone else to pick-up your children from KIDS CLUB, please make sure they are listed on the registration form, then call or speak to the director in advance. You may make changes on your approved pick-up list on our registration form at any time.

WE RESERVE THE RIGHT TO REFUSE SERVICE TO ANYONE

Parents/guardians or children using foul language, yelling, hitting or acting inappropriately towards staff or children may be terminated from the program immediately.

*We have a great program planned at KIDS CLUB this year!
If you have any questions, concerns, or suggestions, please feel
free to share these with your site director.*

KIDS CLUB STAFF

Director	Gary C. Yee
Site Director	Margaret Blake
Assistant Director	Charlotte Capp
Administrative Asst	Julia Reid

*Please feel free to contact us at any time.
530-887-1310*