



# Parent Handbook

Creekside: 717-1220

West: 717-1236

Mountain View: 641-1220

Director's Cell: 641-1298

[kckdirector@spearfish.k12.sd.us](mailto:kckdirector@spearfish.k12.sd.us)

# Kid's Club Kids

Kid's Club Kids (KCK) is a state licensed OST (out of school time) program, committed to providing a quality before and after school program for children in grades kindergarten through sixth. Age-appropriate activities designed to increase the child's self-esteem, individual interests, and community involvement, along with fun and educational activities, both structured and free-choice. Qualified staff personnel are employed to ensure that each child's needs are met. Parents/guardians are encouraged to become involved with KCK when and wherever possible.

## **REGISTRATION INFORMATION:**

Registration forms must be completed and returned before your child can attend KCKs.

Enrollment is limited and the first to complete forms and submit fees will be first in the program.

1. There is an **annual** \$30 non-refundable registration fee. When your child is enrolled in the summer program, a deposit of the first week's fee is required. These fees are non-refundable.
2. Enrollment at each site is limited. When an opening does occur, the director or site coordinator will contact the next applicant on the waiting list. Registration will be ongoing as space is available.
3. When your child is enrolled, read this handbook carefully. You are responsible for the information contained in it. Please contact KCK if you have any questions.
4. It is the responsibility of the parents to keep the Director up to date with all information pertaining to their child(ren). (Phone numbers, health information, emergency contacts as well as schedule changes.) We need to have a contact number where someone can be reached within fifteen minutes.
5. If there is legal documentation pertinent to your child's safety, a copy must be on file at KCK for us to uphold the rulings. Should you need to meet with the director to deliver and discuss this you may call (605)641-1298 or (605)717-1236.
6. It is the parent's responsibility to contact KCK appropriate site. If their child will NOT be attending as scheduled. This is a courtesy to us and saves us calling the schools, bus department and parent's place of employment searching for a missing child who has in fact been picked up by a parent. We must respond quickly when a child doesn't arrive at the center, and we would appreciate you contacting us in advance. Please leave a message on the machine. If staff are not available. The school office does not let KCK know if your child is absent. **EVERY TIME KCK STAFF MUST CALL LOOKING FOR A CHILD THERE WILL BE A \$2 CHARGE ADDED TO THE FAMILY'S ACCOUNT, WITH NO LIMIT TO THE NUMBER OF FEES. Child's SCHEDULES MUST BE KEPT UP TO DATE. KCK MUST BE INFORMED OF THE CHANGES!**

## **CONFIDENTIAL FAMILY INFORMATION:**

1. All information on the registration form is confidential and will not be shared. All records will be retained for 7 years on each child.

## **EMPLOYEES ARE STATE MANDATED REPORTERS:**

The KCK director and staff are mandated by SDCL 26-10-10 to report any suspected incident involving child abuse or neglect to the South Dakota Department of Social Services.

## **SIGN IN PROCEDURE:**

1. Staff will check children in according to the schedules KCK has on record.

## **SIGN OUT PROCEDURE:**

1. Parents or authorized persons must sign every child out of the program each day using the computer tracking system with the biometric scanner or the PIN number given to them.
2. If a person other than a designated pick-up, biometric or PIN # holder, they will be required to sign out the children on a paper check out sheet.
3. Children WILL NOT be released to persons not listed on the enrollment form without written authorization, signed and dated by the parent. Don't be offended if we call for verification; we are concerned for your child's wellbeing.
4. Children will only be allowed to walk home with a parent's written permission. Kid's Club will not be responsible for children after they leave the program.

## **KCK RESERVES THE RIGHT TO CALL LOCAL POLICE TO THE SITE WHEN CHILDREN ARE LEFT AT KIDS CLUB AFTER CLOSING HOURS MORE THAN 3 TIMES IN ONE YEAR**

## **PAYMENT SCHEDULE:**

1. School year fees will be determined by the number of hours your child(ren) spend at Kid's Club Kids each month, at the rate of **\$3.50per hour, snacks included**. Bills are recorded and emailed on the last day of the month. Families without email access will have access to their balance on the Procure computer.
2. All fees are due by the tenth of each month. Fees paid after the tenth will incur a late charge of \$15.00 unless **a written explanation has been given to the director prior to the tenth of the month**.
3. Summer fees are due each week. Full time rate is \$175 and the part time rate (3 days or less) rate of \$135. You are expected to pay in advance of the week of attendance.  
**\*\*School year bills must be cleared before summer attendance can be allowed.**
4. Non-sufficient funds (NSF) checks will result in a \$45.00 charge.  
**\*\*After two NSF check payments during one school year, the account must be paid by money order.**
5. If an account becomes delinquent, KCK will require advance payment before children can attend the program. If a family's bill becomes consistently delinquent, it will be forwarded to collection or small claims court.
6. During the school year, if children are picked up after 6:00 PM, an additional \$1.00 for every minute late thereafter will be added. During the summer, the late fee schedule applies to the 5:30 closing time.
7. Each child registered in KCK will be charged a **\$126.00 minimum charge each month**. If hours total more than the minimum charge, only the hour fees will be charged.
8. If an account is turned into collections, the collection bureau's commission fee is to be reimbursed by the family to KCK before re-registering for the program.

## **TERMINATING ENROLLMENT:**

Parents who wish to withdraw their child from KCK must give two weeks' notice. The site coordinator will send a letter acknowledging the withdrawal. Should they need KCK services again they will be put on the waiting list with all new enrollees. The monthly fee will not be refunded if the withdrawal comes before the end of the month.

## **DISCIPLINE POLICY:**

1. A signed discipline action policy must be on file for each child. **If a child struggles to meet the expectations of the KCK program, the adult/child ratio or alters the programming KCKm a meeting with the family will be held to discuss continued participation in the program. KCK may not be the best fit for every child, and we want the child to experience success.**

## **SNOW DAYS AND SCHOOL CANCELLATIONS:**

1. If there is no school due to snow or other emergency, **Kid's Club Kids will also be closed.**
2. If school is dismissed early, for any reason, **Kid's Club Kids will be closed.**
3. If school starts late, Kid's Club Kids will be open from 7:30 AM **until school begins.**
4. At the beginning of the school year parents will receive a list of the days KCK will be closed as well as the days KCK will be open for extended days.
5. On days of school in-service, KCK will be open at one site, to be announced prior to the date.

## **SNACKS & LUNCHES:**

1. A snack will be provided each day to all children. Two options will be provided each day. KCK staff will not monitor children's snack choice.
2. Children will be required to bring their own sack lunch with them on days that Kid's Club Kids will be open all day for no school days. It is encouraged that the children bring a balanced meal and a non-sugary drink.
3. Food Allergies should be brought to the attention of the staff and noted on enrollment forms.
4. Summer attendees may at times need to bring a sack lunch.

## **ALLERGY POLICY:**

Food allergies are becoming more common among infants and young children. Allergic reactions can range from mild skin rashes to severe, life-threatening reactions with breathing difficulties. It is important to reduce the likelihood that these reactions will take place while the child is at childcare.

1. Individual child's food allergies will be posted prominently at the site, wherever food is prepared, and snack storage areas (care will be given to confidentiality issues).
2. Each child with a food allergy will have an allergy plan on file.
3. Individual child medical plans and medication will be taken on field trips, including playground or walks.
4. Should there be a significant reaction, 911 will be called and then parents will be reached.
5. Kids Club Kids is a PEANUT FREE establishment. Snacks prepared in a factory with peanuts are also not allowed.

## **ILLNESS AND MEDICAL EMERGENCIES:**

It is important to keep the children at KCK healthy. If a child shows evidence of a childhood disease (mumps, chicken pox, pink eye, measles, impetigo), upset stomach, diarrhea, a temperature over 100 F, the child will not be allowed to remain at KCK. (parent will be called to pick up their child)

1. Children who are ill or have had a fever within the last 24 hours should not be taken to Kid's Club.
2. When a child becomes ill at Kid's Club Kids, parents will be notified and expected to make arrangements to pick up the child immediately. If parents are not available, those individuals listed as emergency contacts will be notified to pick up the child. The child will be isolated from the other children.
3. In the case of an emergency, as determined by program staff, the paramedics will be called first, and the parents will be immediately notified. Parents will be responsible for all costs incurred in such emergencies.

4. Physician prescribed medication, in the original prescription container, will be administered at Kid's Club Kids. The container must be labeled by a pharmacist to include: the child's name, date, dosage, doctor, name of the medication, and method of administration. OTC medications will be administered on parents' request as needed. **A special consent form for the administration of medication must be filled out by the parents and kept on file at Kid's Club Kids.**
5. In the case of a minor accident, an accident form will be completed by the staff and sent home with the child.
6. Parents are responsible for all medical costs incurred by their child(ren) in the case of an accident. Kid's Club Kids and the Spearfish School District are not responsible for any medical payments.
7. It is the responsibility of parents to notify KCK if their child has contracted a communicable disease. It is the responsibility of the KCK director to contact the SD Department of Health with that information within 24 hours of notification, providing offices are open.

## **MISCELLANEOUS:**

1. Children are discouraged from bringing toys/games from home. If items are brought from home, the staff cannot be responsible for their safe return.
2. Clearly label everything your child brings to Kid's Club Kids, including coats, hats, backpacks, lunches, etc.
3. Should Kid's Club Kids plan a local field trip, a notice will be posted by the check in for parents and a signed permission slip must be on file allowing your child to participate. Newsletters are emailed weekly in the summer and monthly during the school year.
4. Parent information will be posted on the table or doors. It is the parent's responsibility to check these areas for information.
5. Information will be emailed to the addresses given on the registration forms. Information will be sent out as needed, which may be daily, weekly, or monthly. Check your email often. Other sources of Information are on DOJO or Facebook.

## **CHILD IMMUNIZATION RECORDS:**

The KCK program is located in the elementary school. The program is not required to have medical records on file as they are on file with the district at enrollment time.

## **EMERGENCY PREPAREDNESS AND EVACUATION**

In the event of an emergency at the site or in our community, KCK has a written plan that will be reviewed by all staff on a semester basis. This emergency plan has been developed to assist KCK s in protecting the health and safety of the children in its care should a disaster or emergency, be it natural or deliberate, affect the facility, operation, or its community. The safety of the children and staff is the primary goal of KCK.

1. All staff on duty are responsible for implementing the disaster and emergency plan and ensuring the safety of the children. It is the responsibility of all staff to understand their roles and responsibilities and the location of the supplies in the event of an emergency.
2. Children's daily attendance records are kept in the attendance binder. The children's attendance records are updated, as they arrive and leave, throughout the day. Duplicate Children's Emergency Contact Information is kept in the emergency go bag. In a widespread disaster, we need to be prepared to care for the children in the facility until assistance arrives. Emergency supplies are stored at each building. In case of facility evacuation, evacuation maps are posted by exit doors. The map outlines where the staff and children will go in the event of an evacuation emergency. Fire and smoke will be announced by the alarm system, isolation of fire and smoke would include confinement by closing doors to the fire area. Emergency phone calls will be made to appropriate emergency personnel.

- West off site location: BHSU Student Union **320 BH Ln**

- Mountain View off site location: Grace Balloch Library **625 N 5th St**
  - Creekside off site location: Spearfish Community Rec Center **122 Recreation Ln**
  - OUT OF AREA LOCATION: Belle Fourche Community Rec Center **1111 National St, Belle Fourche** (By Dakota Bus)
4. All staff and children will participate in fire and disaster drills at the facility. Fire drills will be conducted quarterly, and disaster drills every six months.

**The following policies are available upon request.**

**HANDLING AND STORAGE OF HAZARDOUS MATERIALS  
DISPOSAL OF BIO CONTAMINANTS**