REVISED JUNE 2026

KID'S CLUB KIDS (KCK)

Parent Handbook

PROGRAM DESCRIPTION

Since 1994, Kids Club Kids has been dedicated to providing a safe environment where kids can explore and learn through engaging activities that support their academic and personal development.

Kid's Club Kids (KCK) is a state-licensed Out-of-School Time (OST) program committed to providing quality before- and after-school care for children in Kindergarten through sixth grade.

KCK offers age-appropriate activities designed to promote self-esteem, encourage individual interests, foster community involvement, and provide both educational and recreational experiences. Children participate in a balance of structured activities and supervised free-choice opportunities.

Qualified staff members are employed to ensure that each child's needs are met in a safe, positive, and supportive environment. Parents and guardians are encouraged to be actively involved in the program whenever possible.

REGISTRATION INFORMATION

Completed registration forms and all required fees must be submitted to KCK Director, before a child may attend KCK.

Enrollment is limited at each site. Families currently enrolled in the program are given priority registration before enrollment opens to the public. Openings are filled on a first-come, first-served basis once all required paperwork and fees have been received.

A non-refundable registration fee of $30.00 is required for all school-year enrollments. A non-refundable registration fee of $30.00 is required along with a non-refundable deposit equal to the first week's tuition, for all summer enrollments.

When openings occur, the Director or Assistant Director will contact the next family on the waiting list.

Parents and guardians are responsible for keeping all enrollment information current, including:

* Phone numbers
* Emergency contacts
* Health and medical information
* Attendance schedules

A current contact number must be available at all times where a parent or emergency contact can be reached within fifteen (15) minutes.

If legal documentation affecting a child's safety, custody, or release is applicable, a copy must be provided to KCK and kept on file.

Parents are responsible for notifying KCK whenever a child will not attend as scheduled. Notification should be made by phone call, text message, or voicemail to the appropriate site phone.

Failure to notify KCK of an absence requires staff to locate the child through school personnel, transportation staff, and family contacts. A $2.00 fee may be assessed each time staff must search for a child who was scheduled to attend but was absent without notification.

COMMUNICATION

Parents and guardians should contact the Program Director for matters that go beyond daily attendance or routine site operations. This includes enrollment and registration questions, billing concerns, custody or legal documentation, policy clarification, behavioral concerns, complaints, or any issue involving a child's health, safety, or well-being. Site staff can assist with day-to-day questions, while the Director can address concerns requiring administrative review or resolution.

KCK Director Sarah Kugler – 605-641-1298 or kckdirector@spearfish.k12.sd.us or Class Dojo
KCK Assistant Lori Tarver – ltarver@spearfish.k12.sd.us or Class Dojo
Office hours – Monday through Friday 9:00AM- 5:00 PM

Mountain View – 605-641-1220
West – 605-641-8813
Creekside – 605-641-8814

CONFIDENTIALITY

All information provided on registration forms is confidential and will not be shared except as required by law. Records will be maintained for seven (7) years following a child's enrollment.

MANDATED REPORTING

All KCK employees are mandated reporters under South Dakota law (SDCL 26-10-10) and are required to report any suspected incidents of child abuse or neglect to the South Dakota Department of Social Services.

ATTENDANCE PROCEDURES

Sign-In Procedure –
School Year Program: Children will be checked into the program by staff when school lets out.
Summer Program: A parent, guardian, or authorized individual must sign each child in daily using the Procare system through a biometric scanner.

Sign-Out Procedure -
A parent, guardian, or authorized individual must sign each child out daily using the Procare system through a biometric scanner. Individuals not authorized through the biometric or PIN system must sign children out on a paper sign-out form and provide identification if requested.

Children will not be released to anyone not listed on the enrollment form without written authorization from a parent or guardian.

Children may walk home only with written parental permission. KCK assumes no responsibility once a child has left the program.

KCK reserves the right to contact local law enforcement if a child is left at the facility after closing time and no emergency contact can be reached.

DISCIPLINE POLICY

A signed Discipline Policy Agreement must be maintained on file for every child.

KCK strives to provide a positive environment that supports the success of all children. If a child's behavior consistently disrupts programming, compromises safety, or requires staffing beyond the program's capacity, a meeting will be scheduled with the family to discuss concerns and develop a plan for success.

If reasonable accommodations cannot meet the child's needs within the program structure, continued enrollment may be reconsidered.

SNOW DAYS AND SCHOOL CLOSURES

1. KCK will be closed whenever school is canceled due to weather or emergency conditions.

2. If school is dismissed early due to emergency situations, KCK will be closed.

3. If school has a two-hour late start, KCK will open at 7:30 AM and run until school begins.

4. A yearly calendar identifying closure dates and extended-day care dates will be provided to families.

5. On designated in-service days, KCK may operate at a centralized location. Families will be notified in advance.

SNACKS AND LUNCHES

- A daily snack will be provided. Multiple snack options may be available.
- Food allergies must be identified on enrollment forms and communicated to staff. KCK will accommodate any diet restrictions.
- Children attending full-day programs must bring a balanced sack lunch and beverage unless otherwise notified. Families are encouraged to provide balanced meals and limit sugary drinks.
- Summer participants will be asked to bring a sack lunch for field trips or special events.

ALLERGY POLICY

Food allergies can range from mild reactions to life-threatening emergencies. KCK is committed to maintaining a safe environment for children with food allergies.

* Allergy information and care plans will be maintained for affected children.
* Emergency medications and care plans will accompany children on field trips and outdoor activities.
* Staff will contact emergency services (911) immediately in the event of a severe allergic reaction and notify parents as soon as possible.

ILLNESS AND MEDICAL EMERGENCIES

Children should not attend KCK if they:
* Have a fever of 100°F or higher
* Have vomited within the previous 24 hours
* Have diarrhea
* Show symptoms of a contagious illness

If a child becomes ill while attending KCK:

1. Parents or emergency contacts will be notified immediately.
2. The child will be separated from group activities until pickup.
3. Emergency medical services will be contacted when necessary.

-Prescription medications must be in their original labeled container and accompanied by a completed medication authorization form.
-An accident report will be completed for any injury occurring during program hours.
-Parents are responsible for medical expenses incurred by their child.
-Parents must notify KCK if their child is diagnosed with a communicable disease.

MISCELLANEOUS INFORMATION

-Children are discouraged from bringing personal toys, games, or valuables. KCK is not responsible for lost, damaged, or stolen items.
-All personal belongings should be clearly labeled.
-Permission slips must be signed before children may participate in field trips.
-Program updates and newsletters will be distributed by email and other approved communication platforms.
-Parents are responsible for reviewing communications and posted notices.

IMMUNIZATION RECORDS

Because KCK operates within the Spearfish School District elementary schools, student immunization records are maintained by the school district and are not required to be duplicated by KCK.

EMERGENCY PREPAREDNESS

-KCK maintains a written emergency preparedness plan to protect the health and safety of children and staff during emergencies.
-All staff receive training on emergency procedures and their responsibilities.
-Attendance records, emergency contact information, and emergency supplies are maintained at each site and are available during evacuations.
-Evacuation maps are posted throughout each facility.
-Fire drills are conducted quarterly, and disaster drills are conducted every six months.

EMERGENCY RELOCATION SITES

West Site:
BHSU Student Union
320 BH Lane

Mountain View Site:
Grace Balloch Memorial Library
625 N. 5th Street

Creekside Site:
Spearfish Recreation & Aquatics Center
122 Recreation Lane

Payment Policy & Schedule

School Year Tuition

- A **monthly tuition of $168 per child** applies and covers up to **36 hours per month**.
- Any additional hours beyond 36 will be billed at **$4.25 per hour**.
- The monthly tuition is charged each month, regardless of attendance, to reserve your child's spot in the program for the school year.
- Tuition rates are subject to change annually.

Billing & Payments

- Statements are emailed on the **1st of each month** and payment is due by the **10th**.
- KCK accepts cash, check, money order or Credit/ Debit card for payments.
    - Credit/ Debit card payments can be made online through www.myprocare.com
    - Recurring payments may be set up to automatically withdraw from a debit or credit card on the 10th of each month.
- Families without email access may view their balance through Procare.
- Payments received after the 10th of each month will incur a **$15 late fee**, unless prior arrangements have been made with the director.

Summer Program Fees

- Summer tuition is paid **weekly and in advance** of attendance.
- **Full-time rate:** $195 per week
- **Part-time rate (3 days or fewer):** $150 per week
- **Any outstanding school-year balance must be paid before summer attendance is allowed.**
- Tuition rates are subject to change annually.

Late Pick-Up Fees

- Children picked up after **6:00 PM** will incur a late pick-up fee of **$1 per minute**.

Returned Payments

- Returned or non-sufficient fund (NSF) payments will incur a **$45 fee**.
- After two NSF payments within one school year, future payments must be made by money order or another approved guaranteed payment method.

Delinquent Accounts

- Accounts with overdue balances may require payment in advance before attendance is permitted.
- Consistently delinquent accounts will be referred to collections or small claims court.
- If an account is sent to collections, all collection fees must be paid before re-enrollment is allowed.

Enrollment Withdrawal Policy

- Families wishing to withdraw from the program must provide **two weeks written notice to the Executive or Assistant Director**.
- A confirmation letter will be provided by the director.
- Re-enrollment is not guaranteed and will follow standard waiting list procedures.
- Monthly tuition is non-refundable if withdrawal occurs before the end of the month.

Parent/ Guardian Signature: _____ Date: _____

Kid's Club Kids Behavior Action Plan

Kid's Club Kids Before and After School Programs are located at Mt. View, West, and Creekside Elementary Schools. Our goal is to provide a fun, safe, and positive environment for all children. We follow the school rules and guidelines as closely as possible and ask that all children do the same.

Please review this plan with your child so we can work together to ensure a successful experience at Kid's Club Kids.

Behavior Expectations and Action Steps

Redirection and Reflection Time
-When disruptive or inappropriate behavior occurs, staff will use positive guidance, redirection, and clear limit-setting to help children make better choices.
-For minor incidents, the child may be removed from the activity or situation for a period of time determined by staff.

Serious Behavior Concerns
-If a more serious behavior issue occurs, the child may receive reflection time, an incident report will be completed, the Director will be notified, and parents/guardians will be contacted.

Repeated Serious Behavior
If serious behavior concerns continue, staff will document the incident, notify the Director, and contact parents/guardians.
A suspension from the program for up to three days may be considered.

Continued Concerns After Suspension
If the behavior continues after the child returns from suspension, dismissal from the program may occur.

Immediate Dismissal
Any behavior that is abusive, threatening, or harmful toward staff or other children may result in immediate dismissal from the program.

School District Property Damage
Any damage to school district property will be documented, and parents/guardians will be notified. The School District will also be notified.
Parents/guardians will be held financially responsible for the repair or replacement of damaged property, as determined by the school district or program.

Repeated or intentional damage to school district property may result in suspension from the program or dismissal, depending on the severity of the incident.
Significant or intentional destruction of school district property may result in immediate dismissal from the program.

Thank you for your cooperation and support. By working together and following school rules and program expectations, we can provide a safe, respectful, and enjoyable environment for everyone.

Please Sign and Return:

I have read this policy with my child and understand the contents of the Kid's Club Kids Discipline Action Plan.

Parent Printed name:_____ Child Printed name:_____

Parent Signature:_____ Child Signature:_____