

St. Edward School

# KIDS CLUB

*an Extended Day Program*

2011-12  
Handbook

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**KIDS CLUB**  
*an Extended Day Program*

St. Edward KIDS CLUB is a program provided by the school to serve the needs of students who need extended hours of supervision before and after the regular school day. The ultimate goal of this program is to extend the philosophy of St. Edward School into the after school environment of our children. (see Parent Handbook) Thus, in a Catholic setting, we seek to provide for the physical, academic, social, and emotional needs of our young people.

The following information will help acquaint you with this program. We welcome your suggestions or ideas for improvement of this program. We want to work together to make our Extended Day program a successful and worthwhile experience for both you and your children.

*Gregory M. Fonzeno*      *Marylou Parsons*

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**Mission Statement:**

Rooted in the Catholic faith and inspired by the charism of the Dominican Sisters of Mission San Jose, St. Edward Parish School is dedicated to nurturing all students in a Christ-centered community. By fostering the spiritual and academic growth of our children, we empower them to reach their full potential and to embrace the commitment to serve others.

**Philosophy:**

In a nurturing Catholic environment, dedicated educators, in partnership with parents, provide an integrated curriculum permeated by the teachings of Jesus Christ. Our students discover within themselves a love of learning, the importance of outreach and a desire to grow closer to God. Through their spiritual, moral, academic, and physical development, we prepare our students to meet the challenges of the future.

### Hours of Operation:

Kids Club is offered only on days that school is in session\*.

Morning care is offered from 6:45-8 am, and after school care will be offered from dismissal until 6:00 pm. Dismissal is usually at 3pm except for Wednesdays and minimum days where dismissal is at 12:30pm.

Any child participating in an after school activity (student council, study hall, journalism, tutoring, sports, etc.) has a 15 minute grace period before they are charged the hourly rate in Kids Club. Charges will begin upon dismissal from school.

- \* Kids Club will not be offered on the minimum days preceding Thanksgiving (Wednesday, November 23-both before and after school), and Christmas Holidays (Tuesday, December 20). Care is not available after dismissal (10:30am) on the last day, Friday, June 8.

### Registration:

Any child admitted to the program must have on file a registration form and signed parent agreement, an emergency form, the signed agreement at the end of the handbook, and an authorization card.

### Payment Plans:

Parents have the option of registering in the Program. All children need to be signed out **both** on the computer and on the written log verifying the **time** the child(ren) were picked up. If this is not done, the charge for the day will be until 6:00 pm.

For families with two or more children on any rate plan, a 10 percent discount will be calculated on the additional child(ren).

### **Option A: Registration in the Program**

For those who register, three payment plans are available. Registration fees are \$60 with \$15 for each additional child per family. After March 1, Registration fees are \$30 with \$5 for each additional child.

Registered: Prepay A

Prepay A participants are charged a set monthly fee based on choosing hourly weekly care in advance. Payments are over a 9-month period. Refunds will not be given if care is not used; likewise, if additional minimum days are added during the year, there will not be an additional cost. If hours are used in excess of the plan, participants will be charged the “Registered: Drop-In” rate.

**Prepay A Charges:**

6:45–8 AM Care \$80.00

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3–4 PM Daily (Inc. 12:30 – 3 Wed)\* \$120.00

3–5 PM Daily (Inc. 12:30 – 3 Wed)\* \$201.00

3–6 PM Daily (Inc. 12:30 – 3 Wed)\* \$280.00

\*Includes all minimum day coverage with the exception of the special K/1<sup>st</sup> Schedule

Registered: Prepay B

Prepay B participants are charged a set monthly fee based on choosing daily care in advance. (Charges are \$4.40 per hour except where stated.) Payments are over a 9-month period. Refunds will not be given if care is not used; likewise, if additional minimum days are added during the year, there will not be an additional cost. If hours are used in excess

of the plan, participants will be charged the “Registered: Drop-In” rate.

Registered: Prepay A and Prepay B

Parents may request schedule changes at any time during the school year; however, a \$15 recalculation charge will be assessed. Changes **MUST BE MADE IN WRITING** by the 15<sup>th</sup> of the month in order for the new contract to be effective the following month. Parents will be responsible for payment if this procedure is not followed. If Prepay A or Prepay B is not chosen before August 24, a \$15 charge will be added to bill, due to the first billing coming out on September 1.

Registered: Drop-In

Drop-In participants are charged on actual hourly use based on the time key computer billing system. Charges will be based on ½ hour increments.

The charge for this Plan is \$5.90 per hour.

**Option B: Non-Registered: Drop in Rate**

No Registration fee is charged, but participants pay a higher hourly rate. The rate, billed from the time key, is based on **1 hour** increments: \$8.00 per hour

KIDS CLUB ends at 6 PM daily. Any child left after this time will be charged \$5 for every 15 minutes. The billing for each month will go out through e-mail between the 1<sup>st</sup> and the 5<sup>th</sup> of the following month; balances will be due immediately. If payment is not received by the 15<sup>th</sup>, a late charge of \$25 will be added to the bill. If not paid by the 20<sup>th</sup>, the child may be dropped from the program. Checks are to be made payable to “St. Edward School” with a notation that it is for “KIDS CLUB” and returned to the school office. Returned checks are subject to a \$35 fee.

The last three weeks of school will be on a pre-payment plan for those who have not opted for Prepay A or Prepay B. A schedule will be sent to parents in May to fill out. Charges will be based on the hourly use of the program. Fees paid will be non-refundable.

Check In / Check Out Procedures:

Before School Care: The parent or authorized person must bring the child to the program and sign them in.

After School Care: Only parents or previously designated persons may sign the children out of the program. The children will not be allowed to leave the grounds until this has been done. **Written** notification must be given if a person other than previously designated on the authorization card is to pick up the children. We will not accept FAXES.

The “pickup” person is asked to sign the child(ren) out on the computer as well as signing the written log verifying the time the child was picked up. Messages / general information will be displayed on the computer at check out.

Either parent may pick up a child unless a current court order is on file in the school office.

Children cannot leave the school grounds after dismissal and then return to be signed into the program. Kids Club is considered an extension of the school day.

Format:

We provide a structured format for the children including organized outdoor games, indoor activity tables (crafts, games, puzzles, playdough, cooking projects, books, coloring books, drawing and painting, etc.) and a quiet homework time where help is given if needed.

**Below is the time schedule generally followed daily:**

<b>3:00 - 3:20</b>	<b>Outdoor Play in Backfield and Check in</b>
<b>3:20 - 3:40</b>	<b>Prayer and Snack</b>
<b>3:45 - 4:15</b>	<b>Homework in Age Groups</b>
<b>3:45 - 4:30</b>	<b>Homework for 6<sup>th</sup>-8<sup>th</sup></b>
<b>4:15 - 5:00</b>	<b>Three Options available for children to choose:</b> <b>1) Homework / Quiet Area</b> <b>2) Arts &amp; Crafts/ Specialty Class</b> <b>3) Outdoor Play</b>
<b>5:00 - 6:00</b>	<b>Indoor Organized games / homework completion and Cleanup.</b>

**On minimum days, field trips may be planned and permission slips will need to be signed before the child is allowed to leave grounds. The official field trip form must be signed. No other form of written communication is approved by the Diocese.**

### Snacks:

A nutritious snack will be served to all children daily. If your child is on a special diet or has an allergy to a certain food, please send written notification to this effect. On minimum days, Kids Club participants are required to bring a sack lunch including a drink.

### Behavior and Discipline:

Kids Club will abide by the same rules and guidelines as the school in behavior and discipline. Every child is expected to abide by the rules set forth by Kids Club, as well as respecting staff members, other students, guests and all property. If a child violates these standards, a warning will be given, then a time-out, followed by removal from that particular area. If the problem continues, a conference will be held with the parent as well as a written referral given. The principal may be called in depending on the seriousness and the reoccurrence of the action.

No child shall be subjected, under any circumstances, to corporal punishment inflicted in any manner upon the body or to verbal abuse, or be deprived of regularly scheduled meals, or any part of meals or snack as punishment.

Inappropriate behavior may result in a child being excluded from the program temporarily or permanently depending on the seriousness of the situation.

### Emergency Procedures:

School insurance covers all children in the program. Fire and earthquake procedures will be the same as during school hours. Refer to the St. Edward School Parent Handbook.

Parents are requested to designate an out-of-state contact in case of an earthquake or other emergency.

### Medication:

A child who has any type of communicable disease or illness will not be allowed to

attend the program. If your child becomes ill in the program, the parent / guardian will be notified.

If written notification from the parents is on file, properly labeled medication (prescription, non-prescription, or aspirin) will be given while a child is in Kids Club. Properly labeled means: the child's name, dosage, and frequency as well as the medical form required by the school (See School Handbook, Health #1 and #3). Medication should be given to the Kids Club supervisor as soon as the child checks in. Children will take home any remaining medication when they are checked out.

#### Child Abuse:

The Kids Club Staff are obligated to report cases of suspected child abuse under the Mandatory Child Abuse Law of California. If your child has an accident or has injuries that could look suspicious, please inform us.

#### Grievance Procedure:

Parents should first direct their concern about the program to the director or staff. Only then should contact be made with the principal.

#### Miscellaneous:

Change of address and phone numbers should be reported immediately to the School Office and to the Director.

Birthdays will be observed once per month with a special snack and celebration.

Children may not bring gum, candy, or money to the Kids Club program. Toys are permitted but only if they are labeled with the child's name.

If a student has a cell phone, we ask that they be checked in with the staff upon arrival at KIDS CLUB. The phone will be returned to the student when they are picked up.

The School and the Kids Club Program are not responsible for loss or breakage of anything brought to the school.

The Kids Club telephone number is 793-5663. Information can be passed on to your child this way or if an emergency arises, notification can be given.

The program reserves the right to amend the handbook for just cause. Parents will be promptly notified in writing if changes are made.

Please sign and return the last page of this handbook which indicates it has been read thoroughly and you will cooperate with the policies and practices of the program.

We look forward to welcoming your child to Kids Club.

Kids Club Agreement  
2011-12 School Year

We have read and agree to be governed by  
this handbook.

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Name (Please Print)

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Signature

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Date