

KIDS CLUB HANDBOOK

FORESTHILL UNION SCHOOL
DISTRICT

22888 Foresthill Rd

Foresthill CA 95631

530-367-3525

KIDS CLUB

LOCATED AT FORESTHILL DIVIDE SCHOOL...

KIDS CLUB is a before school, after school and summer care program offered by the Foresthill Union School District. Our number one priority is to provide a safe, healthy, fun and enriching program for our community kids aged TK through 8th grade. Our staff are CPR and First Aid Certified, well-educated and share a wealth of skills and experience to make our program safe, dynamic and stimulating every day. KIDS CLUB offers daily homework assistance, coordinated tutoring, arts and crafts, balanced organized and free play time, sports and outdoor activities, regular interval snacks and social learning with friends.

We believe every child has the right to grow and develop in a safe, supportive environment where they are valued for their own unique qualities and differences. We work closely with our educators to present clear learning goals and offer support to the classroom utilizing a dynamic curriculum. We provide choices of hands-on creative activities, group and individual projects of exploration, opportunities for problem solving and encourage community service. Every day in Kids Club, our goal is to create a positive environment where our community kids can find their individual strengths and flourish!

BUSINESS

Enrollment Fees:

Kids Club has an annual, non-refundable, \$55.00 registration fee per family. This fee is good for the school year and subsequent summer that your child(ren) attend Kids Club provided there is not more than a 90-day break in regular attendance. Payment of registration fee and first month's attendance monies must be received prior to the first day of participation in the program.

Attendance Fees:

Morning Care (6am – 8am) \$7.00 per day/per child

Breakfast is available under separate arrangement at the cafeteria

Afternoon Care (2pm or 2:30pm – 6pm) \$20 per day/per child

(12:45pm is early dismissal and is an additional \$3.50)

Snacks are provided at approximately 3pm and 5pm

Non-School Day Care (6am – 6pm) \$40.00 per day/\$25 for each additional sibling

Drop – In ** Drop-in rates apply if less than 24-hours notice is given for attendance. Each student MUST be registered to attend before drop-in can be considered. Please see attached rate sheet to review costs of drop-in.

- ** Due to COVID 19 protocols and safety requirements, Drop-in attendance cannot be guaranteed and MUST be approved by Kids Club Administration.

Late Pick up Policy:

Kids Club regular school year hours are from 6am to school start, and end of the school day to 6pm. Summer hours are from 6am to 6pm. There is a 10-minute grace period after closing to have your child(ren) picked up. After the 10-minute grace period, Parent/Guardian will be charged \$2.00 per minute. To clarify, late pick-up fees begin at 6:10 pm. If we have not been contacted by, nor cannot reach Parent/Guardian by 7pm, Child Protective Services will be contacted.

Payments:

Payments are due by the 10th of every month. Payments received or postmarked after the due date will be charged an additional \$20 late fee. No exceptions. Failure to pay in a timely manner will interrupt childcare. NSF checks will result in a \$35 processing charge and possible loss of service. Any returned item is automatically re-submitted for deposit. If there are more than 2 returned items in a calendar year, payments will be required to be made in cash, money order or cashier's check.

Any and all attendance fees, late fees, late pick-up fees, NSF fees or charges will be posted to the account and due at the start of the new month.

Attendance Calendars:

Kids Club prides itself on always having appropriate supervision ratios for our families. This means we require attendance calendars in advance of participation in Kids Club for vital staff scheduling. **Attendance calendars are due before the 1st of the month.** We require a 30-day written notice of withdrawal from the Kids Club program.

PLEASE NOTE Under Covid19, Kids Club will provide space priority for staff and essential workers. Part time attendance must be pre-approved by Kids Club administrators.

Refund policy:

In the event that child(ren) is withdrawn from Kids Club, by the parent(s) and with the required 30 days written notice, any remaining account balance will be refunded. Refunds are processed within 30 days. In the event a child is asked to leave the program, any refund due for days missed from the prepaid attendance calendar will be processed within 30 days.

It is the parent/guardian(s) responsibility to notify Kids Club (530.367.3525) as soon as possible if the child(ren) will not be attending on a day that they have been signed up. There will be no reduction or refund on tuition for missing a scheduled day. Please refer to our published Kids Club schedule attached as well as the Foresthill Union School District Academic Calendar to be able to plan accordingly.

SAFETY

Child Release Authorization:

Children will only be released to the Parent/Guardian or designated persons on the registration form. It is the responsibility of the Parent/Guardian to keep release persons' information up to date. If a person other than Parent/Guardian will be picking up child(ren) (even if on designated registration form) Kids Club must be notified in advance. We will require a Driver's License or Code word for proper identification before the child(ren) may leave. In the case of custodial or restraining orders, the paperwork on file will be followed to the extent of the order. It is the Parent/Guardian responsibility to ensure Kids Club has appropriate, current, court filed documentation on file with our office to ensure the safety of your child(ren).

Emergency Contacts:

It is the responsibility of the Parent/Guardian to ensure Emergency Contact information is always up to date. Kids Club requires at least 2 additional Emergency Contacts, including full names, home address, home phone number, work phone number and relationship to child(ren). In the event of an emergency where the Parent/Guardian cannot be reached, Kids Club will contact the appropriate emergency authorities including but not limited to child's physician, police, fire, sheriff, paramedics and child protective services. **Any and all cost for emergency services is the sole responsibility of the Parent/ Guardian.**

Illness:

Kids Club adheres to the FUSD Health Policy. Parent/Guardian is responsible for picking up child(ren) promptly upon notification of illness at Kids Club.

Child(ren) may not attend Kids Club if they have been absent from school due to illness the same day. Child(ren) must be free of symptoms, ie vomiting, fever, rash for 24 hours before returning to Kids Club.

Covid-19 protocols dictate that any child exhibiting symptoms of any kind must be removed for 10 days or return prior upon presentation of a negative Covid 19 test or a doctors note.

Kids Club must be notified within 24 hours or the next business day in the event the child(ren), or any member of the immediate family has developed a communicable disease. Life threatening diseases must be reported IMMEDIATELY. ALL CDC QUARANTINE GUIDELINES WILL BE OBSERVED.

Behavior:

Kids Club is designed to be a safe haven for all our children. Our staff are qualified to diffuse and regulate child behavior in a positive, learning and reinforcing way. However, if your child(ren) behaves in an unsafe, inappropriate, or violent way, you will be asked to remove your child for the day. A plan will be made to reintegrate your child(ren) if possible. Kids Club reserves the right to terminate an attendance agreement and ask for the withdrawal of the child(ren) in the presence of the following behaviors:

The child presents a health or safety threat

Repeated discipline issues/more than 3 referrals

Lack of parental cooperation

Inappropriate Parent/Guardian behavior towards teachers, staff, or Kids Club employees