

KID'S PLACE AT SEQUOYAH, INC. 2018-2019 PARENT HANDBOOK

ABOUT KID'S PLACE

Contact Information

Director:	Dana Gamby	Physical Address:	Sequoyah Elementary
Mailing Address:	PO Box 11601		942 Southgate Road
	Knoxville, TN 37939-1601		Knoxville, TN 37919
Office Phone:	865-594-1118		
Mobile Phone:	865-659-5919	Web Address:	www.kpsequoyah.com
Fax:	865-594-1137		
Email:	kpsequoyah@gmail.com		
School Phone:	865-594-1360		

Summer 2018 Office Hours:

Operating Hours: 8:30 AM to 3:00 PM; closed from June 5-July 16, 2018.

Operating Hours

School Days: after school until 6:00 PM

In-service Days: 7:30 AM to 6:00 PM (unless posted otherwise)

Office Hours: 10:00 AM to 6:00 PM

Kid's Place will open for 1st-5th grade students on August 8, 2018, and Kindergarten students on August 22, 2018. The last day for students will be May 23, 2019. Kid's Place does not take Kindergarten students during Staggered Enrollment.

Kid's Place is a non-profit organization with an on-site director. A board of directors, made up of Kid's Place parents and school staff, guides the program. Kid's Place has trained counselors with a low staff/child ratio and is licensed by the Department of Human Services (DHS) through the State of Tennessee.

Goals

Kid's Place at Sequoyah, Inc. is an after school program for children at Sequoyah Elementary. The Kid's Place mission is to enrich the lives of young people, while supporting families and school staff of Sequoyah Elementary.

Kid's Place strives to:

1. Support children, families, and Sequoyah Elementary School by providing a safe, positive, respectful, inclusive, and fun environment.
2. Create an environment that encourages friendships and fosters rewarding socialization with peers and counselors.
3. Offer age-appropriate programs including: leisure time, extended academic opportunities, sports, and recreation.
4. Build children's self-esteem through positive reinforcement and respectful interactions.

ENROLLMENT

When you sign up for Kid's Place, you will receive a handbook and a summary of requirements from the Department of Human Services. In order for your child to attend KP you will need the following:

- Signed and completed Registration/Health Form
- Completed health records must be on file in the school office and immunizations must be current. If your child is not immunized for religious or medical reasons, documentation by a medical professional is required.
- Your child's account must be current before being allowed to register. Therefore, if you have a balance from the previous school year, that balance must be paid in full before registration will be accepted.

CHANGE OF STATUS AND WITHDRAWAL:

In order to change the status of your child's enrollment or withdraw from the program the following steps must be taken:

- Two week notice

ABSENCES:

In the event of an absence from Kid’s Place for children listed as FT/PT due to illness, vacation, appointments, snow days, etc. fees will NOT be deducted from the total. Please contact the director prior to an extended absence.

DEPARTURE/PICK-UP:

It is crucial and **REQUIRED by DHS** that children are signed out **EACH** day from Kid’s Place by a parent or authorized pick-up. The sign-out book is located at the back of the cafeteria. Failure to sign children out daily may result in loss of enrollment.

If your child needs to be picked up by a person who is not listed on the emergency list, you must send a note with a parent/guardian’s signature, or email/call the KP office. Kid’s Place must be notified, in writing, if your child has permission to go home with another child.

DROP OFF AND CHECK IN:

On in-service days, **you must always walk your child into the facility** and use the “Sign-In Book” or designated attendance sheet to sign your child in for the day. Never leave your child in the building unattended. Check to be sure that Kid’s Place is open and a counselor is present. Kid’s Place cannot be responsible for children who are dropped off without being properly checked in. **Children may not be dropped off earlier than 7:30 AM; parents are required to stay with children until 7:30 AM.**

DISCIPLINE

KID’S PLACE CODE OF CONDUCT:

Kid’s Place adheres to the same rules of conduct as Sequoyah Elementary School. In addition, Kid’s Place will not tolerate:

- Intentional destruction of property – either of another child’s property, KP property, or school property
- Refusal to follow instructions of Kid’s Place counselors, school staff, or those supplying service for KP or SES
- Profanity or use of inappropriate language/gestures
- Aggressive behavior – Hitting, pushing, inappropriate touching, spitting, threatening others or regular verbal abuse of counselors and/or other children

DISCIPLINE POLICY:

Kid’s Place disciplinary policy is to use loss of privileges, conflict resolution, and similar methods to handle any problems that may arise.

VIOLATIONS:

Violations of the Code of Conduct will result in a written warning to the child and to the parents in the form of a Disciplinary Write-Up. After the second Write-Up, the child will be suspended for three days. **A third violation will result in dismissal from the Kid’s Place program for the remainder of the school year.**

FEES

REGISTRATION FEE: \$25.00 yearly non-refundable fee

MONTHLY FEES:

Full-Time	\$245.00 (5 days/week)
Part-Time	\$180.00 (3 days/week)
Drop-In	\$20.00/day*

*Parents of drop-in children must let Kid’s Place and the child’s teacher know when their child is going to attend. Kid’s Place cannot override the instructions given to the teacher. For best practice, please email KP, the child’s teacher and the front office to make sure all are aware of the change in dismissal.

OTHER FEES:

In-Service.....	\$15.00 for full-time students; \$25.00 for part-time and drop-in students
Late payment.....	\$15.00 will be added to your account if payment has not been received by the 15 th of each month, regardless of the amount past due
Returned Check.....	\$25.00 per returned check

Late pick-up..... \$10.00 for 1-5 minutes; \$15.00 for 6-10 minutes; \$20.00 for 11-15 minutes; \$25.00 for 16-20 minutes, and so forth
Late In-service Registration..... \$5.00 per in-service day, if registered after the deadline

FEE PAYMENT AND STRUCTURE

MONTHLY INVOICES: Invoices are EMAILED each month. If you need a paper statement mailed each month, you must make arrangements with the director.

DUE DATE: The first day of each month with a grace period of 15 days

FORM OF PAYMENT: Payment is accepted online via the link in emailed statements. Payment may also be made at the KP office in the form of checks/money orders (made out to Kid's Place), credit card or cash payments. Cash payments are accepted but not preferred.

PAST DUE ACCOUNTS: Kid's Place reserves the right to suspend services temporarily or permanently if fees are past due for 60 days or more. If accounts have not been brought current after 90 days, the account will be forwarded to a collection agency.

SIBLING DISCOUNT: There is a \$15.00 per child discount for families with multiple children enrolled **full-time**.

IMPORTANT FEE INFORMATION:

- The monthly fee schedule is averaged out over the total number of school days in the year. Therefore, the months of August, December and May are not prorated.
- While Kid's Place has monthly operating expenses, KP will not alter or refund any fees due to absence, illness, closed holidays, inclement weather days or in-service.
- **All kindergarten students, regardless of enrollment, will be treated as drop-in students for the month of August** as they only attend for one week during the month.
- Scholarships are available. Please contact the KP office for more information.

ALTERNATIVE SCHEDULES

Kid's Place is closed as Knox County Schools dictates. KP will be closed on the following dates for the upcoming school year:

Labor Day
Fall Break
Thanksgiving Break
Winter Holiday
Martin Luther King Day
Spring Break
Good Friday

*Kid's Place must have 8 or more children during in-service to remain open.

KNOX COUNTY SCHOOLS CLOSINGS:

- **If Knox County Schools are closed due to inclement weather, illness, or for any other unforeseen circumstance, KID'S PLACE WILL BE CLOSED.** If Knox County Schools are dismissed, KP will be closed, and as such KP parents shall be responsible for picking up their children from Sequoyah Elementary at the designated dismissal time.
- Please check local news stations for closing information, even on in-service days. On in-service days, if Knox County Schools Central Office is closed, KP will be closed as well. You can register for text alerts from several local news stations to keep you up to date.

OTHER CLOSED DAYS:

Kid's Place reserves the right to be closed on other days with advance notice.

SATURDAY SCHOOL:

If school is in session on a Saturday, Kid's Place will be closed.

IN-SERVICE POLICIES:

- In order for your child to attend on an in-service day, you must register in advance on the sign-up sheet. Children must be registered by the designated deadline that will appear on the sign-up sheet. **Children who are not pre-registered will not be guaranteed a spot and may not be able to attend.** If you decide to remove your child's name from the in-service sign-up sheet it must be removed before the posted deadline; otherwise, your account will be charged for the day. Please be advised that in-service days fill quickly and space is limited.
- **In the event that space is still available after the deadline has passed and you wish to register your child, a \$5.00 late registration fee will be charged to your child's account for each in-service day registered.**
 - i.e. After the deadline, if you register for one in-service day, you will be charged an additional \$5.00. If you register for three in-service days, you will be charged an additional \$15.00.
- Families who are delinquent in their fee payment are not eligible to sign up for in-service days.
- Children are only allowed to bring **ONE** item from home. Please remember that your child is responsible for any item he/she brings from home.
 - If your child brings an electronic/gaming system, only "E" rated games are allowed. KP will allow children to play with electronics from approximately 10:00 AM-11:00 AM and 3:00 PM-4:00 PM only. Times may vary based on schedule, but will remain limited to two hours per in-service day.
 - Children may not use electronic devices to communicate with others outside of KP during in-service. This will result in the device being taken away and returned to parents at the end of the day. If children need to contact parents, they may do so in the KP office.
 - If your child brings anything from home that has wheels (i.e. scooters, skateboard, bikes, etc.) a **helmet must be worn**. We also ask that you bring elbow and knee pads if available. No motorized scooters are allowed.
 - Electronics and wheeled toys may only be shared with siblings, no one else.

LUNCH:

On all days that Kid's Place is open for a full day or ½ day, children must bring a lunch and a drink. Kid's Place does not provide lunches. Due to our lack of space please refrain from bringing foods that need to be refrigerated and/or heated in the microwave.

KID'S PLACE POLICIES

ILLNESS POLICY:

Kid's Place cannot provide care for sick children. Please do not send your child to Kid's Place if he/she is ill. Kid's Place is concerned for the health and welfare of each child; therefore, we require that your child be picked up as soon as possible if ill. Parents will immediately be called for children experiencing vomiting, diarrhea, fever or other concerning symptoms.

Please remember that it is DHS policy that kids be fever-free for 24 hours before returning to a childcare facility. Should your child be sent home with a fever or other symptoms day after day, you may be asked to provide a doctor's clearance letter before your child can return to KP.

MEDICATION POLICY:

Kid's Place adheres to the guidelines set forth by the Department of Human Services for children requiring medication. The guidelines state:

"Prescribed and non-prescribed, internal and external medication should not be administered to a child by center counselors except under the direction of a physician or with the parent's written authorization. **Medications or drugs must be in the original container, labeled with the child's name and specific instructions, from the doctor, for administering them.** Administration of medications and noticeable side effects must be charted and reported to parents. Medications must not be handled by children."

KP will use the same medication permission form as Knox County Schools. Hard copies may be obtained in the KP office or you may download the form from our website or www.knoxschools.org.

BABYSITTING POLICY:

Kid's Place neither prohibits nor endorses the hiring of Kid's Place staff outside of regular business hours. Kid's Place accepts no responsibility or liability for any actions of the staff person while under your hire. Parents may obtain phone numbers directly from the individual counselors, but the Kid's Place director will not supply contact information for the purpose of childcare outside their regular KP duties.

IMPAIRMENT POLICY:

In the event that a parent/guardian should arrive to pick up his/her child while under the influence of drugs, alcohol, or are impaired in any other manner, KP counselors will be glad to arrange other transportation. Kid's Place counselors can call a cab or another person on the child's emergency pick-up list. Although Kid's Place cannot refuse to release a child, KP is obligated to report the incident to the police if the guardian should decide to take the child.

Per DHS Rules and Regulations:

"Children shall not be released to anyone whose behavior may, as deemed by a reasonable person, place the child in imminent risk; provided, however, that if the agency reasonably believes that refusal to release the child could place staff or other children in imminent risk the agency may release the child, but must immediately call 911 or other local emergency services number."

KP NEED TO KNOW INFO

KEEPING EMERGENCY INFORMATION CURRENT:

It is very important to keep emergency information current (i.e. phone numbers, addresses, etc.). Please let Kid's Place know if records need to be updated. Parents may want to indicate preferences for first contact in the case of illness or emergency.

PLAY CLOTHES:

Please send children in play clothes. At Kid's Place children play hard, which means getting dirty. KP also offers messy inside activities such as clay and painting. Parents will be notified if an activity looks to be particularly messy.

SNACKS:

Kid's Place will serve a nutritious snack every day after school, to include fruits and vegetables. On full days, a morning snack will be offered in addition to an afternoon snack. Children may bring a snack from home, and we also encourage kids to bring water bottles during the summer months. Please do not send carbonated beverages or candy for snack.

KP will try to accommodate dietary needs for students with food restrictions, but parents may be asked to provide snack if KP is unable to make such accommodations due to the severity of the child's restrictions.

PERSONAL PROPERTY:

Please label all items including coats and backpacks brought to Kid's Place. All items must be taken home at the end of the day. Any items left at KP will be taken to the school lost and found. Although KP counselors attempt to help children stay organized, KP cannot be responsible for lost or damaged property. Kid's Place strongly recommends that children not bring popular or favorite toys on in-service days as they can get lost or broken. **Toys from home are not permitted on regular school days.**

CELL PHONES/ELECTRONIC DEVICES:

Children are not permitted to use cell phones or other electronic devices while at KP. Should your child have a cell phone, please encourage them to keep it at home or put away in their backpack while at KP. Failure to do so will result in confiscation and returning the device directly to parents. If your child needs to contact you, they may do so in the KP office.

RETURNING TO THE CLASSROOM:

Under no circumstances may children return to classrooms after school and during Kid's Place without express permission from the child's teacher. This is a Sequoyah Elementary School policy. We cannot take children to their classrooms for any reason.

OUTSIDE PLAY:

Kid's Place plays outside as often as possible, weather permitting. We do not go outside if the temperature **feels like** below 32 degrees or above 95 degrees. Therefore, we ask that you please encourage your children to dress appropriately for the weather. Kid's Place does still play outside during sprinkling rain (with jackets).

Regarding temperatures, KP enforces the following policy:

If it **FEELS LIKE**:

- Below 32 degrees – KP does not go outside.
- 32-44 degrees – Long pants and jackets are required.
- 45-55 degrees – Long sleeves are required.
- Above 95 degrees – KP does not go outside.

LATE PICK-UP:

Kid's Place closes at 6:00 PM daily, unless otherwise posted; **therefore, all children MUST be picked up by 6:00 PM.** Accounts for children picked up after closing will be charged a late fee (see Fees section), based on the amount of time spent at KP after 6:00 PM. Repeated late pick-up will result in a written warning from the Kid's Place Board of Directors; continued late pick-up will result in loss of enrollment.