

# KID'S PLACE AT SEQUOYAH, INC. 2021-2022 PARENT HANDBOOK

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## ABOUT KID'S PLACE

### Contact Information

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School Phone: 865-594-1360

### Summer 2021 Hours:

Office Hours: Closed June 1 - July 25 (emails and phone messages will be checked throughout the summer)

### Operating Hours

School Days: after school until 6:00 PM  
In-service Days: 7:30 AM to 6:00 PM (unless posted otherwise)  
Red Days: 7:15 AM to 6:00 PM  
Office Hours: 10:00 AM to 6:00 PM

Kid's Place will open for 1<sup>st</sup>-5<sup>th</sup> grade students on August 9, 2021, and Kindergarten students on August 23, 2020. The last day for students will be May 25, 2022. Kid's Place does not take Kindergarten students during Staggered Enrollment.

Kid's Place at Sequoyah, Inc. is a non-profit organization with an on-site director exclusively serving the families of Sequoyah Elementary. 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 afterschool 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

Upon registration up for Kid's Place, you will receive a parent 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.
- If your child requires medication, treatment or accommodations while at Kid's Place, a signed copy of the physician's orders and emergency procedures must be on file at KP.
- Your child's account must be current before registration will be accepted. Should your child's account carry a balance from the previous year, it must be paid in full before registering.

## REGISTRATION DATES:

Hard-copy registration packets will be available to currently enrolled KP families on April 1, 2021. Registration to all others will open on May 1, 2021.

### Deadline to Register: July 31, 2021

Enrollment is not guaranteed until you receive written confirmation from Kid's Place. Confirmation may come in the form of a post card, letter, email or other printed document/media. Registration will be processed as it comes in; all are encouraged to register well before the stated deadline.

## DROP-IN RESERVATIONS:

Drop-in spaces must be reserved IN ADVANCE. Please do not send drop-in children to KP without confirmation that space is available on the requested date. Parents/guardians are welcome and encouraged to reserve drop-in dates as soon as the need for care arises. While some spaces may be available at the last minute, please do not count on that always being the case.

Drop-in requests should be made via email and are not guaranteed until confirmed by the KP office; **do not send children without confirmation of space available.**

Parents of drop-in children must let the child's teacher and front office 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.

## ABSENCES:

Parents/guardians are **REQUIRED** to inform the KP office of **ANY** absence from the program on regularly-scheduled days (FT/PT) or scheduled drop-in days. Due to our limited capacity and demand for drop-in attendance, it is essential that families communicate absences to the KP office **in advance** (by 10:00am the day of the absence). Parents/guardians should also communicate with KP if a child is checked out of school early and will not attend that afternoon. Failure to communicate absences may result in a verbal warning up to dismissal from the program.

### **The following steps will be taken for those who do not communicate absences:**

1. Verbal warning, documentation in child's file
2. Written warning, documentation in child's file
3. One week suspension from program (for entire family)
4. Review by Board of Directors with potential for termination from program

Fees will NOT be adjusted or deducted for absences. Should your family anticipate an extended absence, please contact the director.

## CHANGE OF STATUS AND WITHDRAWAL:

Change of status or withdrawal requests should be made in writing (email will suffice) at least two weeks prior to the anticipated change. Until proper notice is given, fees will continue to be charged based on full- and part-time enrollment, regardless of the child's attendance.

## DEPARTURE/PICK-UP:

It is crucial and **REQUIRED by DHS** that children are signed out **EACH** day from Kid's Place by a parent/guardian or authorized pick-up. The sign-out book is located at the Parent Table. Failure to sign children out daily may result in loss of enrollment. **Full signatures are required; no initials.**

Kid's Place must be notified **in writing (email)** if your child has permission to go home with another child or anyone not listed as an authorized pick-up on their registration form.

## IN-SERVICE DROP OFF/CHECK IN:

On in-service days, Kid's Place will officially open at 7:30am. No child may be dropped off prior to the opening of the program. Those arriving before 7:30 may be allowed to enter the cafeteria, but parents/drop-offs are required to stay with children until the program officially opens for the day.

Children must be walked into the facility and signed into the program on the official sign-in/out sheet for that day. Never drop children off outside and allow them to walk in alone.

## DISCIPLINE

### 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, biting, threatening others or regular verbal abuse (taunting, teasing, name calling, etc.) of other children and/or counselors

### 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 Write-Up 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	\$266.00 (5 days/week)
Part-Time	\$195.00 (3 days/week)
Drop-In	\$22.00/day*

### OTHER FEES:

In-Service.....	\$20.00 for full-time students; \$30.00 for part-time and drop-in students
Late In-service Registration.....	\$5.00 per in-service day, if registered after the deadline (space permitting)
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 payment.....	\$25.00 will be added to your account if payment has not been received by the 15 <sup>th</sup> of each month, regardless of the amount past due
Returned Check.....	\$25.00 per returned check

## 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 less than half the month, and the drop-in rate is less expensive.
- 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 15 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.

### **KNOX COUNTY SCHOOLS RED DAY:**

If Knox County Schools adjusts to their Red Day scenario for illness (without requiring buildings to close), Kid's Place will offer care from 7:15AM to 6:00PM, with school taking place from 7:15AM until 2:35PM. Kids should be dropped off by no later than 7:35AM on Red Days, and KP will not be responsible for tardiness/absences.

**Kid's Place will not operate during inclement weather Red Days.**

### **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:**

Kids must be registered in advance to participate at Kid's Place during in-service days. Families are given a 5-week window to register, with updates about those windows included in monthly newsletters. The deadline to register OR cancel for an in-service day is ONE WEEK prior to the date of in-service and will also be communicated in the monthly newsletter.

Staffing and programming for in-service days is based on the number of participants registered to attend. Therefore, it is essential for families to cancel by the stated deadline in the event that a reserved space is no longer needed. Failure to formally cancel by the deadline will result in the child's account being charged for the day; email is preferred. Kid's Place must have at least 15 kids registered to attend; if this number is not met, in-service will be canceled and communicated to families in advance to allow time to make alternative arrangements.

The fee to attend during in-service is \$20/day for full-time participants and \$30/day for part-time and drop-in participants. In the event that a child registers after the stated deadline (providing space is still available), a \$5 late registration fee will be added per day of in-service. Therefore, if registering late for one in-service day, a \$5 fee will be added; if registering for two in-service days, a \$10 fee will be added; and so forth. Families who are delinquent in fee payment are not eligible to register for in-service days.

In-service fees will be charged and are due PRIOR to the scheduled in-service. Invoices will be emailed the day following the close of registration and are due upon receipt. Failure to pay in-service fees prior to the scheduled in-service will result in the forfeiture of the reserved space, allowing that space to open to those on the waitlist.

#### **ADDITIONAL IN-SERVICE INFORMATION:**

- Kids **MUST** bring a lunch and water bottle. The school cafeteria is closed during in-service. Snack will be offered to all participants in the morning and afternoon.
- Kids may bring **ONE** toy from home (i.e. either a bike **OR** an electronic device – **NOT BOTH**).
  1. Electronics will only be used for up to 30 minutes in the morning and 30 minutes in the afternoon.
  2. Electronic games must be rated “E.” Games/activities displaying violence or inappropriate content will not be permitted.
    - Failure to comply with this rule will result in that child no longer being able to use electronic devices while at KP.
    - Electronic devices should not be used for communication purposes. Should a child need to contact parents/guardians, they will be permitted to do so using the KP cell phone.
  3. Bikes, scooters, skateboards, or other “toys” that have wheels require the use of a helmet and may not be motorized.
  4. If unsure about a particular toy, please contact the KP office.
- Kid’s Place typically shows a movie after lunch. That movie is listed on the daily sign-in/out sheet, and a column is provided for parents/drop-offs to give consent for their child to watch. Additional activities are provided during any showing of movies/cartoons to allow kids to choose alternative options.
- While still structured, in-service day schedules tend to be more flexible. This allows kids to have more opportunity to request their favorite activities and enjoy their time out of school while at school.

#### **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/CONTAGIOUS POLICY:**

Kid’s Place cannot provide care for sick children. Please do not send your child to KP if he/she is ill. Kid’s Place is concerned for the health and welfare of each child throughout the school; therefore, we require that your child be picked up as soon as possible if they have a fever (100 degrees or higher), are vomiting, has diarrhea, or is showing other concerning symptoms.

Children with contagious symptoms (illness, lice/nits, etc.) will not be permitted to attend Kid’s Place while contagious. Per DHS standards, children with contagious symptoms shall be treated by a medical professional before being readmitted to Kid’s Place, and proof of treatment must be provided.

**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:

(13) Medications.

(a) Receiving Medications.

1. All medications and all preventative products, such as non-prescription diaper cream, sunscreen and insect repellent, shall be received from the parent/guardian by a designated staff person or persons.
2. The designated staff person(s) shall:
  1. (i) Obtain the parent’s/guardian’s written authorization to administer each medication;
  2. (ii) Document that the medicines or drugs are in the original (not just prescription drugs, but also other) container, are not expired, and are labeled with the child’s name;

3. (iii) Document the specific dosage and times the medication is to be administered to the child; and
4. (iv) Document that the parent/guardian has provided the child care agency with instructions on the means and method of administration.

Personal sunscreen, bug spray, medicated lotions, etc. all **REQUIRE** a completed medication permission form. KP will provide sunscreen to any child wishing to receive it as long as permission has been given to do so on their registration form. Should you wish for your child to keep and use personal items at KP, please complete the KCS medication permission form and bring it to the KP office with the item in its original packaging. If unsure about a particular product, please contact our office.

KP will use the same permission form as Knox County Schools for ALL medications, and it must be completed by the child's physician if prescribed medications are required. Hard copies may be obtained in the KP office or you may download the form from our website or [www.knoxschools.org](http://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 staff members, 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 attempt to take the child.

#### **Per DHS Rules and Regulations:**

"The child care agency shall immediately call 911 or other local emergency services number if anyone whose behavior may place a child at imminent risk attempts to pick up a child."

## **KP NEED TO KNOW INFO**

#### **KEEPING INFORMATION CURRENT:**

It is very important to keep ALL information current (i.e. email, 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 fresh fruit. Kids have three snack offerings daily and are allowed to have one of each offering. Cups for water are also served, and gluten-free options are always available.

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.

On occasion, KP serves a "special snack," typically to tie in with a theme or special event. Any time a special snack is served, an alternative will be offered to those who cannot have the special snack due to dietary restrictions.

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, backpacks, lunch boxes and water bottles 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, SMART WATCHES AND OTHER ELECTRONIC DEVICES:**

Children are not permitted to use cell phones, smart watches or other electronic devices to communicate with others while at KP. Should your child have a device, please encourage them to keep it at home or put away in their backpack while at KP. Kids with smart watches should use them to tell time while at Kid's Place, not to send messages, make calls or otherwise use them for communication. 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 from the KP office or cell phone.

## **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, unless for a specified short period of time in which children are closely monitored. 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 for long periods of time
- 32-44 degrees – Long pants and ACTUAL jackets are required (hoodies or sweatshirts will not count)
- 45-55 degrees – Long sleeves are required
- Above 95 degrees – KP does not go outside for long periods of time, and kids are closely monitored

## **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.