

# SCHOOL KIDS CONNECTION

## POLICY MANUAL

### **PURPOSE**

THE DONALD W. REYNOLDS BOYS & GIRLS CLUB SCHOOL KIDS CONNECTION PROGRAM BEGAN IN 1985 AS THE LATCHKEY PROGRAM. AS MORE AND MORE PARENTS ENTERED THE WORK FORCE IN THE 80'S, IT BECAME EVIDENT THAT PARENTS NEEDED QUALITY CHILD CARE AFTER SCHOOL.

AS A NON-PROFIT ORGANIZATION, THE DONALD W. REYNOLDS BOYS & GIRLS CLUB SAW THIS NEED AND CREATED THE LATCHKEY PROGRAM. IN A JOINT EFFORT WITH THE FAYETTEVILLE PUBLIC SCHOOLS, WE BEGAN THE PROGRAM TO CARE FOR SCHOOL AGE CHILDREN AFTER SCHOOL.

IT IS DESIGNED TO PROVIDE A DIVERSIFIED, WELL-ROUNDED, EDUCATIONAL, AND RECREATIONAL PROGRAM FOR SCHOOL AGE CHILDREN IN KINDERGARTEN THROUGH SIXTH GRADE.

### **PHILOSOPHY**

OUR PHILOSOPHY IS TO ACCEPT EACH CHILD FOR WHO THEY ARE AS AN INDIVIDUAL AND TO BE AWARE THAT FACTORS IN THEIR ENVIRONMENT HELP TO SHAPE THEIR ATTITUDE, BEHAVIOR, AND PERSONALITY.

WE BELIEVE THAT IN ORDER TO PROPERLY CARE FOR CHILDREN WE MUST ENCOURAGE A MUTUAL TRUST THAT WILL ALLOW US TO BETTER KNOW EACH CHILD. THE CORNERSTONE OF DEVELOPING THAT TRUST IS TO TREAT EVERY CHILD WITH RESPECT AND LOVE. WE BELIEVE IN ENHANCING A CHILD'S SELF-ESTEEM THROUGH POSITIVE, CARING ATTENTION AND COMMUNICATION.

### **PAYMENT POLICIES**

TUITION PAYMENT SHOULD BE PAID ONE MONTH IN ADVANCE. A \$20 LATE FEE IS REQUIRED IF PAYMENT IS RECEIVED AFTER THE 5<sup>TH</sup>. TUITION WILL REMAIN THE SAME DURING THE HOLIDAYS UNLESS OTHERWISE NOTIFIED.

CASH AND CREDIT CARD PAYMENT NEED TO BE PAID AT THE BOYS AND GIRLS CLUB.

A LATE FEE OF \$5 FOR EVERY 5 MINUTES AFTER CLOSING TIME WILL BE REQUIRED IF YOU ARE LATE. THE LATE FEE IS DUE UPON ARRIVAL.

### **RETURNED CHECK POLICY**

YOU WILL BE NOTIFIED BY TELEPHONE OR LETTER WHEN WE RECEIVE A CHECK RETURNED ON YOUR ACCOUNT. THE FOLLOWING PROCEDURE WILL BE FOLLOWED:



## **DISCIPLINE POLICY**

SCHOOL KIDS CONNECTION USES THE FOLLOWING DISCIPLINE METHODS:

1. TIME-OUT IS USED IF NEEDED. THE FIRST TIME-OUT WILL BE ONE MINUTE FOR EACH YEAR OF AGE OF THE CHILD INVOLVED. IF EXCESSIVE TIME-OUTS ARE REQUIRED (3 OR MORE PER DAY) , THE PARENT WILL BE NOTIFIED. DOCUMENTATION OF THE TIME-OUTS WILL BE RECORDED. ONE COPY OF THE COCUMENTATION WILL BE GIVEN TO THE PARENT AND ANOTHER COPY OF IT WILL BE RETAINED IN THE CHILD'S RECORDS.

2. EXCESSIVE BEHAVIOR PROBLEMS AND DISCIPLINE WILL RESULT IN THE CHILD BEING SUSPENDED OR REMOVED FROM SKC.

WE STRESS TO OUR CHILDREN THAT TIME-OUT IS NOT PUNISHMENT. IT IS SIMPLY A TIME FOR THEM TO SIT OUT AND REGAIN SELF-CONTROL.

WE ALSO USE A "TIME-IN" METHOD FOR MINOR OFFENSES OR IF WE FEEL A CHILD NEEDS A BREAK FROM AN ACTIVITY OR SITUATION. TIME-IN INVOLVES REDIRECTING A CHILD TO ANOTHER AREA OR ACTIVITY AS TO AVOID BEHAVIOR PROBLEMS. WE FEEL THIS METHOD IS HIGHLY EFFECTIVE IN TEACHING CHILDREN TO MONITOR SOME OF THEIR OWN FEELINGS AND BEHAVIOR.

WE BELIEVE IN OPEN COMMUNICATION WITH PARENTS INVOLVING THEIR CHILD'S BEHAVIOR. BECAUSE WE FEEL THAT A CHILD NEEDS CONSISTENCY AT HOME, SCHOOL, AND SKC, WE WILL ALWAYS STRIVE TO MAKE YOU AWARE OF ANY PROBLEMS AS SOON AS POSSIBLE SO WE CAN WORK THESE OUT TOGETHER.

## **SIGN-OUT INFORMATION**

PARENTS OR GUARDIANS MUST SIGN THE SIGN-OUT FORM DAILY TO CHECK THEIR CHILD OUT FOR THE DAY. ONLY THOSE NAMES SUBMITTED ON THE APPLICATION ARE AUTHORIZED TO PICK UP A CHILD UNLESS PRIOR PERMISSION IS GIVEN TO US BY THE PARENT OR GUARDIAN.

IF AN UNAUTHORIZED PERSON ATTEMPTS TO PICK UP YOUR CHILD, THE STAFF WILL CONTACT YOU BY TELEPHONE IF POSSIBLE. IF A STAFF PERSON CANNOT REACH YOU THEN THE CHILD WILL REMAIN AT SKC UNTIL AN AUTHORIZED PERSON COMES TO PICK THEM UP.

**\*\*FOR THE CHILDREN'S PROTECTION, WE WILL REQUIRE A PHOTO ID OF ANYONE THE STAFF DOES NOT RECOGNIZE. PLEASE BE AWARE OF THIS WHEN YOU SEND SOMEONE ELSE TO PICK UP YOUR CHILD\*\***

**\*\*DOCUMENTATION WILL BE REQUIRED REGARDING ANY CUSTODIAL ISSUES\*\***

## **ABSENCES**

IF A CHILD FAILS TO ARRIVE AT THE APPOINTED SKC ROOM IMMEDIATELY AFTER SCHOOL DISMISSES, AND WE HAVE NOT BEEN NOTIFIED BY THE PARENT OR GUARDIAN, THAT THE CHILD WILL BE ABSENT, THEN SKC WILL ASSUME NO LIABILITY OR RESPONSIBILITY FOR THAT CHILD. OUR POLICY IS THAT WE

ACCEPT RESPONSIBILITY FOR CHILDREN ENROLLED IN OUR PROGRAM WHEN THEY ARE IN OUR CUSTODY. OUR CUSTODY INCLUDES THE DONALD W. REYNOLDS BOYS & GIRLS CLUB, BOYS & GIRLS CLUB VANS OR BUSES, AND SKC SCHOOL SITES.

### **FIELD TRIPS**

SCHOOL YEAR FIELD TRIPS WILL OCCUR IF POSSIBLE TWICE A YEAR. WE WILL GIVE YOU ADVANCE NOTICE AND REQUIRE YOUR PERMISSION WITH SIGNATURE FOR YOUR CHILD TO ATTEND.

### **MANDATORY REPORTING OF CHILD ABUSE AND NEGLECT**

AS A LICENSED CHILD CARE CENTER OUR FIRST CONCERN IS THE WELL BEING OF THE CHILDREN WE CARE FOR. WE ARE OBLIGATED TO REPORT SUSPECTED CHILD ABUSE OR NEGLECT. FOR THAT REASON WE WILL COOPERATE WITH OUR STATE LICENSING AGENT IN ANY INVESTIGATION.

DURING STATE INVESTIGATIONS OR DURING OUR LICENSING PERIOD, INFORMAL INTERVIEWS OR ROUTINE QUESTIONS MAY BE ASKED OF THE CHILDREN BY OUR LICENSING AGENT. SOME EXAMPLES OF THESE QUESTIONS MAY BE, "WHAT DID YOU HAVE FOR A SNACK TODAY?" "HAVE YOU PLAYED OUTSIDE TODAY?" OR "WHAT HAPPENS WHEN YOU GET IN TROUBLE HERE?"

WE WELCOME AND ENCOURAGE AN OPEN DOOR POLICY WITH OUR REGULATORY AGENCIES AND PARENTS AS WELL, TO ENSURE THAT WE ARE MEETING THE NEEDS OF THE CHILDREN WE SERVE.

WE WANT TO PROVIDE THE BEST CARE POSSIBLE FOR YOUR CHILD. IN AN EFFORT TO DO THIS, WE ASK THAT YOU NOTIFY US OF SIGNIFICANT CHANGES OR TRAUMAS IN YOUR CHILD'S LIFE. THIS ENABLES US TO HELP CHILDREN ON AN INDIVIDUAL BASIS AND TO AVOID NEGATIVE BEHAVIORS THAT MAY OCCUR AS THE RESULT OF A CHILD GOING THROUGH DIFFICULTY.

WE HOPE YOUR CHILD ENJOYS SCHOOL KIDS CONNECTION. PLEASE FEEL FREE TO ASK ANY QUESTIONS OF ME OR MY STAFF. WE WANT TO WORK WITH YOU TO MAKE YOUR CHILD'S TIME HERE PLEASANT AND PRODUCTIVE. HAVE A GREAT YEAR!

### **ACCIDENTS OR INJURY**

IN CASE OF AN ACCIDENT OR INJURY THAT REQUIRES MEDICAL ATTENTION WE WILL NEED YOU TO PROVIDE THE FOLLOWING TO FILE A CLAIM:  
ITEMIZED BILLS FROM DOCTOR, DENTIST, HOSPITAL, ETC.  
SIGNED INSURANCE FORM PROVIDED BY FACILITY COORDINATOR.

SINCERELY,  
GLENDA DEFFEBAGH  
DIRECTOR

