



# Kids Club Handbook

School Year 2022-2023

## **KIDS CLUB MISSION STATEMENT**

Wilson County Schools Kids Club provides a quality program in a safe, nurturing and familiar environment beyond school hours. The program intends to support students' physical, emotional, social and cognitive development by providing them with the opportunity to complete homework, play independently, and participate in structured enrichment activities when school is not in session.

The Wilson County School System does not discriminate due to age, race, color, gender, national origin, disability, religion, creed, genetics or veteran status in the provision of services, in programs or activities, or in employment opportunities or benefits. The lack of English language skills will not be a barrier to admission and participation in educational programs. Translation services are available at each school and at the Central Office. Inquiries concerning Title VI or Title IX of the Civil Rights Acts should be directed to Rebecca Owens at (615) 444-3282. Inquiries concerning Section 504 and IDEA should be directed to Lauren Bush at (615) 444-3282. Inquiries concerning the Americans with Disabilities Act should be directed to Rebecca Owens at (615) 444-3282.

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This Handbook is intended to inform our families of the policies and procedures that apply to students participating in the Kids Club program. For a complete list of policies refer to the Wilson County Board of Education Policies which can be found online at [www.wcschools.com](http://www.wcschools.com). The policies or procedures set forth in this Handbook may be revised, modified, or amended in which case the most current policy or procedure will govern. The online version of this publication is the governing document. For electronic access, please visit [www.wcschools.com](http://www.wcschools.com).

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## About Kids Club

Kids Club is an afterschool program for Wilson County Schools students. Enrolled students will have access to enriching academic activities in a safe and supportive environment familiar to our participants. Staff are employees of Wilson County Schools. The program maintains a ratio of 1 staff member to 20 children while onsite and a ratio of 1 staff member to 10 children while on field trips or off-site.

The Kids Club Program is licensed by the Tennessee Department of Education. The program adheres to all regulations set forth by that agency, including work requirements, required staff training hours and certifications, as well as staff to student ratios. Kids Club prides itself in remaining compliant with all state-mandated regulations.

### Hours of Operation

During the school year, Kids Club is open from 6:00 a.m. until the start of the school day and from school dismissal until 6:00 p.m. A \$1 per minute/per child fee is due after 6:00 p.m. Please call if you think you will arrive for pickup after 6:00 p.m. This does not release you from paying the late fee. During the summer and school breaks, Kids Club is open from 6:00 a.m. until 6:00 p.m. with the exception of certain holidays (see below) and inclement weather/unexpected event days.

### Holiday Closures

Kids Club will be closed for the following holidays:

- Labor Day: Monday, September 5, 2022
- Thanksgiving Day: Thursday, November 24, 2022
- Day after Thanksgiving: Friday, November 25, 2022
- Christmas Eve: Friday, December 23, 2022
- Christmas Day: Monday, December 26, 2022
- New Year's Day: Monday, January 2, 2023
- Good Friday: Friday, April 7, 2023
- Memorial Day: Monday, May 29, 2023
- Independence Day: Tuesday, July 4, 2023

## Enrollment

*Children attending Wilson County Schools are eligible to enroll in a Kids Club program operating at their school of enrollment. Should capacity be reached at a Kids Club location, a waitlist will be enabled. Once a spot becomes available, waitlist applicants will be contacted in the order they were received.*

Incoming Kindergarten students can begin attending the summer prior to Kindergarten. However, during the Kindergarten phase-in period, Kids Club is not provided. When students successfully complete their 5<sup>th</sup> grade year, they are considered 6<sup>th</sup> grade students and cannot attend Kids Club unless they attend a K-8 school. ***Kids Club locations may be closed or combined based on ratio compliance or efficient operations of the Extended School Program.***

Parents have the option to enroll in part-time care (1-2 days per week), full-time care (3-5 days per week), and/or morning care (1-5 days per week). Online registration, additional forms, and a non-refundable registration fee must be received for each student during every application period for both summer and school year before they can begin attending Kids Club. Immunization records must be up-to-date and on file with Wilson County Schools. Any outstanding balances must be paid in full prior to registering for the next school year or summer program.

Kids Club uses “EZChildTrack,” a web-based computer software, for registration, attendance, payment, and providing statements to families through the payment portal. Parents who do not have access to internet or technology may visit a site location to register. Online registration can be accessed at **wcschools.com → Students & Family → Extended School Program → Kids Club Registration and Information**

Once registration is completed online or in-person, the Site Director will contact the parent to schedule a pre-enrollment meeting. The non-refundable registration fee will be due at this meeting. Registration for the school year program will begin annually on July 1<sup>st</sup>. Registration for the summer program will begin annually on May 1<sup>st</sup>.

## Status Change

A parent may request a change in part-time/full-time status during the regular school year and/or once during the summer program. Status changes may only be made once during a program calendar. If additional status changes are necessary due to a change in circumstances, you may seek approval for an additional status change from the Kids Club Program Director. All status change requests must be made in writing using the “Status Change Forms” that are available online at **wcschools.com → Students & Family → Extended School Program → Kids Club Registration and Information**. Parents who do not have access to internet or technology may request a form from their Site Director.

## Program Withdrawal

Parents must provide written notice to withdraw from Kids Club. If a child does not attend Kids Club for a period of 30 days, the child will be withdrawn from the program and the parent may be responsible for fees accrued during this time. Re-enrollment will not be permitted if there is a balance due.

“Withdrawal forms” are available online at **wcschools.com → Students & Family → Extended School Program → Kids Club Registration and Information**. Parents who do not have access to internet or technology may request a form from their Site Director.

## Payment and Late Fees

Payment and fees may be paid by cash, check, money orders, cashier's checks, or electronically via EZChildTrack. All checks should be made payable to Wilson County Schools Kids Club. Please include the child/children's name in the memo line. All payments will be deposited within 3 business days of receipt. Postdated checks will not be accepted. If a check is returned, parents will be required to pay cash or money order for all future payments.

Full-time fee payments are due by 6:00 p.m. each Monday. There will be a late fee assessed to all late payments of \$5.00 per day every day that the payment is late. Part-time fee payments are due on the first day of attendance every week. There will be a late fee assessed to all late payments of \$5.00 per day every day that the payment is late. If late payments become a reoccurring issue, a child may be withdrawn from the program.

Parents will not be allowed to re-enroll in Kids Club until accounts are current or a written payment arrangement has been made with the Site Director and Program Director.

### FEES – SCHOOL YEAR (Effective August 1, 2022)

**Registration Fee - \$20 per child**

**AM Care - \$10 per child/per week (1-5 days)**

**PM Full Time Care - 1 Child - \$80 per week**

**PM Full Time Care – 2 Children - \$115 per week**

**PM Full Time Care – 3 Children - \$140 per week**

**PM Part Time Care - \$40 per child/per week**

### FEES – SCHOOL BREAKS (Effective August 1, 2022)

**Registration Fee \$20 per child (If not registered for school year)**

**Full Time Care – 1 Child - \$100 per week**

**Full Time Care – 2 Children - \$160 per week**

**Full Time Care – 3 Children - \$205 per week**

**Part Time Care - \$50 per child/per week**

### FEES – SUMMER (Effective May 30, 2023)

**Registration Fee - \$20 per child**

**Activity Fee - \$50 per child**

**Full Time Care – 1 Child - \$100 per week**

**Full Time Care – 2 Children - \$160 per week**

**Full Time Care – 3 Children - \$205 per week**

**Part Time Care - \$50 per child/per week**

Vacations: Parents should notify their Site Director if they plan to take vacation during the summer program. Families will receive one week without charge for an absence totaling 5 consecutive days during the summer program if proper notification is received.

## Sign In/Out Procedures

The Tennessee Department of Education requires all children be signed in/out by a legal guardian or person listed on the pickup list. Parents will be assigned a 'PIN' number to use when signing children in/out. In cases where a family has multiple children, each child must be signed in/out of the program.

Parents may drop off students beginning at 6:00 a.m. Staff may arrive earlier to set up for the program, but are not prepared to care for students until 6:00 a.m. A parent **MUST** accompany their children into the designated Kids Club area and not leave until the child has been signed in and acknowledged by staff. A child may **NOT** be dropped off at the curb or door and allowed to walk in by him or herself.

Students will only be released to a parent/guardian or person listed on the pickup list completed by the parent. Written notification will be required to release a child to anyone not listed or anyone under the age of 18 (i.e. siblings, babysitters, etc.). Anyone unfamiliar to Kids Club staff will be required to present photo identification. Anyone without photo identification or listed on the pickup list will not be permitted to leave with the child.

In situations involving custody issues, legal documentation will be requested and kept on file at the site. Kids Club cannot restrict a parent from his/her child without legal documentation. **It is very important for Kids Club staff to be notified of custody changes. We do not have access to a child's files kept in the school office.**

No child will be released to a parent/guardian or person authorized on the pickup list if any type of impairment is suspected by staff.

## Inclement Weather or Emergency Closures

Kids Club will make every effort to remain open on inclement weather days but should travel become unsafe for staff and families, Kids Club will close.

If schools close for a full day due to inclement weather or other emergency, the Director of Schools will make the determination if it is safe to operate Kids Club. If it is determined safe to open Kids Club, hours will be 6:00 a.m. – 6:00 p.m., unless otherwise stated. Wilson County Schools will alert local media outlets and social media as soon as possible when a decision is made. Please stay tuned to local news and/or social media for any updates on early dismissals or closings during times of inclement weather.

If schools open late, Kids Club will open at 6:00 a.m. unless otherwise stated on local news and/or social media. If schools should dismiss early due to inclement weather or emergency, **Kids Club will close two hours after the early dismissal time.**

## Code of Conduct and Kids Club Expectations

Children enrolled in Kids Club are expected to adhere to the Wilson County Schools Code of Conduct and exhibit behavior which does not disrupt or interfere with the program environment and social interaction of other children. All Wilson County Schools Code of Conduct provisions related to misbehavior categories shall apply, including the “zero tolerance” policy. The Wilson County Schools Code of Conduct can be found online at [www.wcschools.com](http://www.wcschools.com).

Parents/guardians will be notified in writing when a major discipline incident occurs. A child may be suspended from the program for a period of 1-3 days as a result of behavior issues. Depending upon the seriousness of the misconduct, Kids Club reserves the right to immediately suspend or dismiss the child from the program. No payment credit for absences due to suspensions will be given.

### Kids Club Expectations

The following expectations will specifically apply to all students enrolled in Kids Club, including on the playground and during field trips:

- Listen when Kids Club staff are speaking and follow directions quickly.
- Walk quietly in the hallways of the school.
- Keep hands and feet to myself and not use rough play.
- Use words and actions that show respect to others.
- Use playground equipment, toys, and games correctly.
- Stay in the designated playground/center areas.
- Respect other’s personal space and property.
- Be responsible for myself and clean up after myself.

### Dress Code

Kids Club program follows the Wilson County Schools dress code outlined in the Student Code of Conduct. The Wilson County Schools Code of Conduct can be found online at [www.wcschools.com](http://www.wcschools.com).

### Personal Belongings

On occasion, Kids Club staff may request that students bring items from home to participate in a special activity. All requests will be in writing from the Kids Club staff. Otherwise, children are not permitted to bring toys, games, cards, action figures, CDs, DVDs, electronics, etc. from home.

The program will not be responsible for broken, lost, or stolen items. If you have any questions or concerns, contact your Site Director.

### Dismissal from Kids Club

Repeated violations of the Wilson County Schools Code of Conduct, or especially grievous offenses that threaten the safety of other staff or students, may result in a student being removed from the Kids Club program. The Site Director will confer with the Program Director prior to removing a student from the program.

## Injury

Should a child become injured while participating in Kids Club, the parent will be notified immediately and informed of the injury. Immediate pick up may be required depending on the type of injury. If a major or life-threatening injury or accident occurs during program hours, the following procedure will apply:

- 911 will be called immediately
- The parent/guardian will be notified
- Based on the professional decision of the responding medical provider, the child may be transported to the closest medical facility for immediate care or the medical provider may advise the parent or program staff as to how to treat/care for the child.

If a parent or guardian cannot be reached, staff will attempt to contact all persons listed as an emergency contact. All injuries will be documented and a copy of the documentation will be provided to parents upon pick up.

## Illness

Kids Club Program cannot provide care for ill children. Children exhibiting any of the following symptoms will not be allowed to attend:

- Fever of 101 degrees or more
- Vomiting or diarrhea
- Inflammation of the eye (pink eye)
- Excessive nasal discharge
- Swollen glands around jaw, ears and neck
- Unknown rash
- Frequent coughing
- Sore throat

Immediate pick up is required for students exhibiting any of the above symptoms. If your child is released from school due to illness or any other reason, he/she will not be permitted to participate in the Kids Club program for that day.

## Program Return

The child will not be able to return to the program sooner than 24 hours of being symptom-free without medication.

Communicable Diseases (including, but not limited to, chicken pox, scabies, impetigo, hand/foot/mouth) must have verification from a medical provider that the child is no longer contagious before returning to the program. Pink eye must be treated with medicated drops a minimum of 24 hours before the child can return to the program.

Kids Club will notify parents if a child has pediculosis (head lice/nits) and children diagnosed with lice shall have proof of treatment prior to returning to the program. The child may be required to be re-examined by the school nurse before readmission to Kids Club.



## Daily Schedule

Daily schedules in Kids Club include a balance between independent, child-directed activities and staff-directed activities. A general schedule can be found on the parent bulletin board at each location.

### Homework

A 45-minute period will be set aside each afternoon to allow time for completion of homework. Because students have been in school all day and need time for childhood activities, no student will be permitted to remain in 'Homework Time' after that allotted time period. Students will be notified when Homework Time begins and will be notified when the period ends. It is the student's choice to participate and staff will not force a child to attend or complete their assignments.

### Field Trips

Field trips may be scheduled during school breaks and summer programming. Parents will be notified in advance of field trip days and advanced sign up for field trips is required. Children must be signed in at Kids Club by the designated time in order to prepare for the trip. While Kids Club is offsite for a field trip, no staff will remain at the regular Kids Club site with children who do not participate in the field trip. No accommodations will be made for children to remain at the regular Kids Club site during the field trip.

Wilson County Schools buses provide transportation to all field trips. Children **MUST** ride the bus to and from the field trip. Children who are frequently disruptive or cause a hazard on the field trip or during the bus ride may be barred from future field trips. Children cannot be dropped off at the field trip location and will only be released to parents from that location in the event of an emergency, an illness, or if the child is being extremely disruptive.

### Snack/Lunch

An afternoon snack is provided daily to students. A snack menu is posted in advance on the parent bulletin board at each location. If your child does not like the snack for that day or has specific dietary needs, they are welcome to bring a snack from home.

When Kids Club is in session for the full day, children will need to bring a sack lunch. Purchasing items from the vending machines at the school will not be allowed.

### Drills

Kids Club programs periodically practice and document fire, tornado, and lock-down drills in compliance with State requirements.

### Special Needs

When children with special needs are enrolled in Kids Club, all reasonable and appropriate efforts shall be made to provide those children equal opportunity to participate in the same program activities as their peers. Kids Club will work closely with the Exceptional Education Department to ensure that any adaptations to the Kids Club environment are directed toward normalizing the lifestyle of the child with a disability by helping him/her become independent and develop self-help skills.



## Medication

Wilson County Schools Board Policy 6.405 applies to Kids Club program sites. If your child requires medication during Kids Club operating hours, a parent MUST give the medication to the Site Director.

Non-prescription medication must be brought to Kids Club in an original, unopened, and unexpired container and the appropriate form must be completed and signed by the parent. Prescription medication must be accompanied by a doctor's order. Upon receipt of the medication, the Site Director will count the medication with the parent and both the parent and Site Director will sign off on the quantity. When the medication is discontinued, a doctor's order must be obtained and the remaining quantity will be counted and recorded with the parent and Site Director.

Medications will be logged in and out on the "Medical Authorization Record" by Kids Club staff members. All non-emergency medications will be stored in a locked container. Emergency medications may be kept in an unlocked container that is inaccessible to children.

## Communication

Communication and working together will help your child have a positive, enriching, and safe experience in Kids Club. The Kids Club staff will keep you informed about special activities, changes in the program, and your child's participation in the program by e-mail, the 'Remind' text-messaging app, newsletters, and signs posted. Please be vigilant in watching for information from your Site Director. Also, the Site Director is equipped with a cell phone and will provide contact information to enrolled parents. All unanswered calls will be returned as quickly as possible.

Parents are responsible for keeping all contact information provided to Kids Club accurate and current. This is imperative should your child become ill or injured while in our care. Staff may also better meet the needs of your children if they are aware of unusual situations - family illness, change of living locations, special fears, or a change in marital status.

Please do not contact your child's school office to address a concern about Kids Club. If you feel that a concern is not first resolved with your Site Director, you may reach the Field Supervisor or Program Director at 615-444-3282.

## Release of Information

Financial records, forms, attendance sheets, year-end tax statements, discipline forms, injury reports, and other documents that are part of the child's file may be released to parents upon written request.

## Child Abuse Reporting

Any staff who has reasonable cause to know or suspect that a child has been subject to abuse or neglect or who has observed the child being subject to circumstances or conditions that would reasonably result in child abuse or neglect must immediately report such facts to the Department of Child Services, as required by State law. Kids Club requires all staff to participate and complete Child Abuse training. The Child Abuse Hotline telephone number and information brochure is posted on the parent bulletin board.