

# KID'S WORLD PARENT HANDBOOK



# ROGERS PUBLIC SCHOOLS KID'S WORLD

Dear Parent or Guardian,

Please sign and return this form to a Kid's World Afterschool Care staff member at the site your child attends, indicating that you have received and read the Kid's World 2018-2019 Parent Handbook.

Your cooperation is appreciated.

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I have received and read the 2018-2019 Kid's World Parent Handbook which includes the following:

- Kid's World Behavior Guidance Form
- Discipline Procedures
- Suspension Procedures
- Tuition Procedures

Child's Name: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## **KID'S WORLD BEHAVIOR GUIDANCE FORM**

In order to guarantee a safe, positive and enjoyable environment for your child as well as the other children in the program we are utilizing the following discipline plan. The Kid's World staff has the responsibility to carry out this system. Praise and recognition of good behavior are built into the everyday plan. The negative consequences have been developed in order to help each child **CHOOSE** to behave appropriately.

We are here to plan and lead activities that are safe, creative, and fun for the children, which will give you peace of mind about your child's participation in the Kid's World Program. Therefore, no child's behavior should interfere with our right to carry out this program, hinder another child's right to enjoy being here, nor go against the best interest either of him/herself or the group as a whole.

This may seem like a large undertaking, but with your support and cooperation, we will all receive very positive results.

### **PROGRAM RULES**

1. Follow directions
2. Use Inside Voices
3. Keep hands and feet to yourself
4. Stay with your assigned group
5. Respect people, property, and equipment

### **CONSEQUENCES** -- Should a child choose to break a rule:

1. Warning
2. Time-out (one minute per child's age) (Student may be given a behavior processing paper to help them work through their issues.)
3. Staff will report continual problems to program coordinator. Parents will be called and a conference held to find positive solutions. Continual unacceptable behavior will result in a one-day suspension.
4. Upon return to the program, behavior expectations will be reviewed with the child and parent. Continuation of unacceptable behavior will result in a 5-day suspension. To reserve your enrollment slot, tuition will be charged during the suspension period.
5. Kid's World reserves the right to remove a child from the program after the second suspension if unacceptable behavior continues.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# KID'S WORLD

## Parent Handbook

### Rogers Public Schools

### After School Care

"KID'S WORLD"

#### Mission Statement

***To establish cooperative relationships with the family by providing: Developmentally appropriate activities; nurturing, safe and creative learning environments; and encouraging family support.***

Dear Parents:

**WELCOME!** We are delighted you have chosen [KID'S WORLD](#) for your child's out of school time setting. We hope his/her experience with us will be happy and enjoyable. Parents are cordially invited to visit with us, ask questions, and observe at any time. The best assurance for the success of your child's experiences is a close cooperation and understanding between staff and parents. [KID'S WORLD](#) Program Director, Site Supervisors, and staff are available to assist families enrolled in after school care.

[KID'S WORLD](#) has been designed to provide safe, positive, supervised play and learning experiences for children in a nurturing environment in kindergarten through fifth grade. Activities include organized games, sports and outdoor activities, reading, computers, music and art activities. Children are provided a nutritious snack daily. Discovery centers are part of the child's day to offer exploration and learning at a variety of developmental levels. [KID'S WORLD](#) is owned and operated by the Rogers Public School District. The Rogers School Board of Education is the governing body of [KID'S WORLD](#).

The following information has been prepared in order that you know the policies and better understand the program as we work together to provide your child a successful, enjoyable time in [KID'S WORLD](#).

## **STATE LICENSE REGULATION**

**KID'S WORLD** is licensed by the Arkansas Department of Human Services and meets or exceeds state standards for childcare centers. We are in compliance at all times with licensing requirements. To maintain compliance, centers must meet or exceed state standards necessary to protect the health, safety and welfare of the children attending the center. These standards include but are not limited to those relating to issues involving fire, health, safety, nutrition, discipline, visual backpack checks, enrollment capacity, and staff/child ratio.

## **REGISTRATION PROCEDURES**

To enroll a child in **KID'S WORLD**, the following must be submitted before attending:

1. Completed Enrollment Application
2. Behavioral Guidance Form
3. Notice of receiving KW Parent Handbook
4. Registration Fee of \$10.00 per child (cash, check or money order)
5. Account must be in good standing

Emergency phone numbers must be on file along with the names of authorized persons to pick up. Custody papers are required for those with special pick up requirements. Enrollment Applications must be updated as necessary regarding all information contained on the form. Any changes in address, emergency information, phone numbers, changes in student pick up, etc. is the responsibility of the parent to call the Kid's World office (479)631-3696. Parents must register each year to reserve a spot on the site roster.

## **DAYS AND HOURS OF OPERATION**

**KID'S WORLD** is open every day the school is open for classes. We are closed on Labor Day, Thanksgiving Break, Christmas Break, Spring Break, Memorial Day, Federal holidays and any time the schools close for inclement weather. **KID'S WORLD** will close on scheduled faculty in-service days/Professional days. **KID'S WORLD** is open each day your child is required to attend school. Program hours of operation start at school dismissal and close at 5:30 p.m. each school day. Promptness in picking up your child is appreciated. We encourage all individuals who will be picking up a child to enter that KW site's cell phone number into their phone. The listing of KW site cell numbers is the last page of the handbook. Late fees will be assessed beginning at 5:31 p.m. These fees must be paid with your next weekly payment in full to avoid late payment charges.

## **SIGNING A CHILD OUT OF OUR PROGRAM**

Each parent/guardian must sign the daily sign-out sheet, showing the time the child leaves the program and name of the adult picking up the child. State licensing requirements state that the authorized pick-up person must at least 18 years of age.

For the safety of the children in **KID'S WORLD**, staff will ask the person who picks up the child for photo identification. Only those shown on the registration form will be allowed to remove the child from our program unless the parent or guardian informs the office beforehand. A court order must be on file in order for **KID'S WORLD** to withhold a child from his/her parent. **KID'S WORLD** shall follow the guidelines indicated by the courts regarding visitation. Staff shall not, under any circumstances, transport a child to an offsite location.

Parents/guardians with any questions or concerns may approach the KW Lead teacher at that site, or contact the Kid's World Director, Ms. LeaAnn Holland at 479/631-3696. A conference can be arranged during operating hours.

## **SNACKS**

Nutritious snacks are provided through Rogers Public Schools Food Program. Our menu is based on the National After School Snack Program guidelines. If your child has a food or beverage allergy, a physician's statement must be on file. In the afternoon, a snack is provided to each child present by the Rogers Public School District. A monthly menu is on display at all times for your information. You may also access the menu from the Rogers Public Schools website at [www.rogersschools.net/menus/](http://www.rogersschools.net/menus/).

## **REPORTING A CHILD'S ABSENCE**

Please call the **KID'S WORLD** program office at 479/631-3696 or the site cell phone number (#'s on last page of handbook) to report your child's daily absence from **KID'S WORLD**. Options to help you report your child's absence include e-mailing: [LeaAnn.Holland@rpsar.net](mailto:LeaAnn.Holland@rpsar.net)

## **MEDICATION PROCEDURES**

The policy set by the Rogers School District will be strictly followed. All prescription medicines must be in the original container with the following information on the label: child's name, name of drug, directions for administration, physician's name, and date of prescription. All non-prescription medicines must be in the original container, with the child's name and the date

written clearly on the label. A medication permit completed by the parent or guardian must accompany all medications. Any medication must be given to the staff to keep in a locked drawer. Cough drops, lip balm, aspirins, inhalers and hand lotion, as well as medications are examples of items children must not have in their backpacks. This is for the safety of all children in the program.

### **INJURIES**

If a child is injured while in [KID'S WORLD](#), staff shall administer minor first aid. Parents will be notified of all injuries and provided an Accident Report showing the details of the injury. Administrative staff and parents will be notified at once in the event of a major injury, and if necessary, the designated physician or 911 will be called. An authorization for medical treatment is part of the Enrollment Application and must be signed when you enroll your child. Parents are responsible for expenses incurred due to an injury.

### **ILLNESS**

Upon arrival each day, the staff will check each child to see that he/she has no symptoms of contagious illnesses.

The following guidelines will determine if the child may not stay at [KID'S WORLD](#):

Fever of above 99 degrees or more. (Must be fever free for 24 hours to return.)  
Vomiting  
Diarrhea  
Evidence of infection in eyes or nose  
Unexplained rashes or welts  
Head lice  
Severe coughing

A child with a communicable disease shall have a doctor's release and be fever free for 24 hours before returning to [KID'S WORLD](#). Children must be free of nits and lice to return to the program. If a child is exposed to a communicable disease while in the program, parents will be notified and pick up arrangements will be made. **REMINDER:** Per state regulations; all children go outside each day unless weather prevents such activities. Please dress your child appropriately for the weather and provide safe running shoes. If a child soils his/her clothes, parents shall be called to provide clean, dry clothing or to pick up their child from the program. Children may **not** stay while wearing soiled clothing.

## **POSITIVE GUIDANCE PROCEDURES**

Our program philosophy is based on positive guidance. Holding each child accountable for his/her own behavior promotes respect and fairness. Staff shall encourage each child to learn from his/her own mistakes and find acceptable ways to handle difficult situations. Children and parents/guardians will be asked to review and sign a Behavior Guidance form as part of the enrollment process to ensure compliance with the AR Department of Human Services. When a challenging behavior occurs, parental assistance will be requested when all efforts by the staff are not successful. Open communication between parents, child, and staff will allow positive outcomes. Calming and re-direction efforts shall allow a child time to calm down and reflect on his/her behavior, consider the consequences and evaluate behavior alternatives.

*We shall reserve the right to suspend a child from our program for a designated amount of time, or to expel a child from the program for an indefinite period of time, if all positive efforts are made and the child is unable to conform to the required acceptable behavior to maintain a quality, safe program for all children present.*

## **DISCIPLINE PROCEDURES**

Kid's World program policy focuses on positive guidance. Program guidelines limit discipline to re-direction and calming procedures. The guidelines listed below will be followed at all sites. Please be aware of these guidelines.

- (1) Child is given a warning after re-direction.
- (2) If challenging behavior continues, a child is directed to a quiet area for calming. If the problem continues an Incident Report will be completed by a KW staff member. Parents will receive a copy of the document and the Director receives a copy for review. After reviewing, the Director will place the document in the child's file. Parents will be contacted and informed by the Director should the incident warrant further action be taken to find a positive solution. Number of incidents and severity will determine if a conference is necessary.
- (3) **BULLYING: Fighting or deliberately hurting another child will not be tolerated.** The consequence for any such action begins with a one day suspension from the Kid's World program. Documentation will be given to child's parent and placed in the child's file.
- (4) Upon return to the program, behavioral expectations will be reviewed with the child and the parent. Continuation of challenging behavior will result in a five (5) day suspension. To reserve your enrollment spot during this time, tuition will be charged during the suspension period.
- (5) **KID'S WORLD** reserves the right to remove a child from the program for continuation of challenging behavior.



## KID'S WORLD PROGRAM FEES

**Registration Fee** \$10.00 per child/per year

Registration Fee is non-refundable.

**Tuition** \$35.00 per child/per school week with pro-rated weeks.

Program Site is located at the child's elementary school site.

**Late Pick-Up Charge** \$1.00 per minute late/per child

Program closes at 5:30 pm.

Continual late pick-ups can result in suspension from program.

**Late Payment Charge** \$5.00 per week

Account must be paid in full each Monday to avoid late fees.

### **TUITION PAYMENT**

Tuition payments may be made weekly, monthly, semester, or annually. Once your child is registered for [KID'S WORLD](#), payment will only be accepted by mailing the payment to the address shown below or online through the district MyPaymentsPlus website. Please include a completed remittance coupon with your payment showing your child's name, school, payment amount and parent's name. If more than one of your children attend Kid's World you can use one remittance coupon and payment can be made, for example, with one check. Additional coupons are available at each site and the program office. One coupon per payment is required. **Payment must be made with a check or money order only. To ensure proper credit to your account, please make sure you put your child's name and school in the memo line.**

Please make checks payable to [KID'S WORLD](#) and mail to:

Rogers Public Schools—[KID'S WORLD](#)  
P.O. Box 1158  
Lowell, Arkansas 72745

We appreciate those of you who pay monthly, bi-monthly and yearly. These options are always available; weekly payment is minimum. For those families with more than one child, one check or money order with all combined charges is requested. Failure to pay your account will result in removal from [KID'S WORLD](#). All accounts must be paid in full each week.

**PLEASE NOTE FOR SUSPENSIONS:** A Kid's World staff member will contact the parent/guardian immediately to explain the situation and request that the child be picked within a 30 minute period. If the parent/guardian is unable to pick up within 30 minutes, another individual indicated on the child's Enrollment Form or individual approved by the parent/guardian by phone will be contacted. The individual will need to provide a photo ID for staff to view upon picking up.

### **REASONS FOR STUDENT DISMISSAL FROM PROGRAM**

Student dismissal shall not be limited to inappropriate behavior e.g. bullying, but will be inclusive of the following:

1. Parent failure to pay tuition and late charges.
2. Parental use of offensive language or harassment.
3. Parental abuse of policies and procedures, e.g. , continual late pick up.
4. Kid's World unable to meet the physical, mental, or emotional needs of the child.

### **DROPPING FROM THE PROGRAM**

Parents are asked to call the program office at 479/631-3696 if you plan to discontinue using our program. **You are responsible for your child's account until official notice has been received in the [KID'S WORLD office](#).** We ask for a minimum of one-day notice to close your account and cancel the food order. If you wish to restart [KID'S WORLD](#), you will need to call the program office, re-register your child with a current registration form, and pay the registration fee per child.

### **CONFIDENTIALITY**

All information on file is confidential and will not be discussed with anyone except parent/guardian, school officials and staff. Staff will not release any information amongst several children, we are happy to meet with you to discuss strategies for your child.

Parents may meet with the program Director and staff in private regarding any concerns they may have. Please share information with the program Director or staff regarding any specific needs that may be helpful in providing quality care for your child.

### **PHOTOS IN AFTER SCHOOL CARE**

Photographs of children in [KID'S WORLD](#) may be part of the activity when special events and presentations are scheduled. Photos of the children playing in activities are often enjoyable for the children and parents to share. [KID'S WORLD](#) will not release any photos of children enrolled in the program for newspaper or publicity reasons without parental signed permission and notification ahead of time. If you prefer your child not be included in photos while at the program, please indicate on the Enrollment Form on page two. As a courtesy, and to safeguard all are parents/guardians and students at our sites, we ask that parents and students refrain from taking pictures of children other than their own while visiting any Kid's World site.

### **YEAR END TAX STATEMENTS**

Statements will be sent to each family in January showing the total amount of tuition paid each calendar year. Please let the Kid's World office know if you need this statement sent to a new address or e-mailed.

### **ITEMS BROUGHT FROM HOME**

Parents are asked to **not** allow a child to bring toys or other items from home, including electronics. This causes confusion for the other children and the items from home may become mixed up with school toys or be damaged. Balloons are not allowed in the Kid's World program, as they are considered a choking hazard for children. Each center has a variety of toys and activities available each day.

### **LOST AND FOUND**

Each school has a designated area for lost and found. Items left in **KID'S WORLD** will be placed in the school's lost and found area if **KID'S WORLD** parents and/or children have not identified an item in one week. Please check with the staff as soon as you discover your child's belongings are missing. **KID'S WORLD** is not responsible for lost items.

### **PRODUCT SAFETY RECALL INFORMATION**

**KID'S WORLD** receives communications regularly from the office of the Attorney General and the U.S. Consumer Product Safety Commission regarding product safety recalls. Items in the center have been screened for safety. The website maintained by the Attorney General's office address is [www.childproductsafety.com](http://www.childproductsafety.com). At each site on the Parent Table is a U.S. Consumer Product Safety binder available for review

### **REPORTING CHILD ABUSE AND NEGLECT**

Under Arkansas law (Arkansas Law Ann. 42-807-818), all childcare workers are mandated reporters of suspected child abuse and neglect. The child abuse hotline number is 1-800-482-5964. Children may be subject to interviews by licensing staff, child maltreatment investigators or law enforcement officials to determine licensing compliance or for investigative purposes without parental notice or consent.

## **EMERGENCY PROCEDURES**

In the event of an emergency, during afterschool care, which requires children to be evacuated from the school building they will be taken to an alternative location. Parents will be notified and prompt parent pick up is essential. These locations are available to parents at registration.



## **NO BULLYING:**

**Definition:** Any act intended to cause emotional or physical harm or to threaten, intimidate, or damage reputations or friendships. Bullying includes teasing, taunting, name-calling, rumor-spreading, tripping, pushing, hitting, excluding other people, extorting money or other things of value, damaging property, or any other act intended to belittle or intimidate.

**Penalties:** Bullies may be **suspended** or **expelled** from school.

**Reporting:** If you have been bullied, or if you have seen other students bullied, you should report this to the principal, a teacher, or a counselor, Kid's World staff and the Kid's World Director.

TELEPHONE NUMBERS FOR KID'S WORLD

KID'S WORLD Program Office: 479-631-3696

KID'S WORLD Fax Number: 479- 631-3691

<b>SCHOOL</b>	<b>CELL #</b>	<b>SCHOOL #</b>
Bellview	721-2852	631-3605
Bonnie Grimes	721-2854	631-3660
Janie Darr	479/202-2654	479/248-2008
Eastside	721-2853	631-3630
Frank Tillery	721-2861	631-3520
Jones	479/270-4556	479/631-3535
Lowell	721-2857	631-3610
Mathias	721-2858	631-3530
Northside	721-2859	631-3650
Old Wire	721-2817	631-3510
Reagan	721-2860	631-3680
Tucker	721-2862	631-3535
Westside	721-2864	631-3640