

Kool Kids Club 4K Parent Handbook

I. Hours of Operation

- A. The centers are open from 6:00 AM until the start of school, and from the end of school until 6:00 PM.
- B. The centers are open from 6:00 AM to 6:00 PM during days off from school and during the summer. All day and summer programs will be at Slinger.
- C. Parents are welcome to visit and observe our centers during business hours.
- D. Slinger's 4K program is licensed for 20 children per session.
- E. Your child must be dropped off at Kool Kids Club at any school providing your child is attending the morning 4K school session or picked up at any school provided your child attends the afternoon school session. All other children must be dropped off or picked up at Slinger Kool Kids Club.
- F. Children will be transported from both Addison and Allenton to Slinger's 4K program after the morning session, and transported to both Addison and Allenton if attending the afternoon school session. Riteway Bus Company will be transporting your children.
- G. For late starts and early releases all 4K children must be dropped off and picked up at Slinger.

II. Enrollment

A. **Option #1**

Before School Care 6:00 AM – Start of 4K School

\$21.00/Day for 5 hours or more
\$18.00/Day for less than 5 hours

B. **Option #2**

After 4K School –After School Care 6:00 PM

21.00/Day for 5 hours or more
\$18.00/Day for less than 5 hours

You only pay for the days your child attends school with the above options

C. **Option # 3**

No School and Summer Care

\$21.00/Day (5 hours or more)
\$16.00/Day for any additional child (25% additional child discount)

III. Registration Fee

\$30.00 per Family (Re-registration annually)

IV. Payment of Fees

Fees are payable each week on Monday or the first day your child attends Kool Kids Club. A one day grace period will be allowed. A late payment fee of \$30.00 will be applied. We will apply a fee of \$35.00 per returned checks. KKC doesn't send out invoices, it is the parents' responsibility to pay on time.

A late pickup fee will be charged for any time taken after 6:00 PM. A fee of \$5.00 per each five minutes, or portion of 5 minutes, will be paid in cash to the closing person upon your departure. This late payment will go into effect at 6:01 PM.

V. Health Policy

A. **Contagious Disease**

Parents are requested to keep their child home if he/she exhibits any of these symptoms that might indicate a contagious disease. No child who arrives noticeably ill shall be admitted for that day.

Fever of 101 degrees F	Vomiting
Earache	Skin Eruptions or Rash
Constant Hacking Cough	Head Lice
Inflammation of Eyes	Chicken Pox
3 Episodes of Diarrhea— <i>Other than allergies unrelated to food intake</i>	

If a child develops any of these symptoms at the Center, he/she will be isolated. Staff within sight and hearing will supervise the isolation area. Parents will be notified to pick up their child within one hour. The child will be permitted to return only after being free of symptoms for 24 hours. A doctor's note may be required if any of the following conditions exist:

A child is absent more than 5 consecutive days due to illness
When a child has undergone surgery or has been hospitalized for any reasons
When a child has any illness that requires a doctor visit or prescription medication
When a child is returning after visiting outside the United States (except Canada)

Parents may also be required to bring clearance from the doctor after the child's recovery from various conditions such as:

Impetigo, Ring Worm, Head Lice, Conjunctivitis

The child's parent or designated responsible person shall be contacted by phone immediately after the illness is discovered. We must have current phone numbers of both parents and the responsible designated person. It is extremely important that these numbers be kept current so we may reach you whenever necessary, not just in an emergency.

B. If a child is exposed to or contracts a communicable disease,

It is essential that this information be reported to the director or teachers. Information of possible exposure of the children in our center will be posted. If a child is to be absent, the teacher needs to be notified by 8:00 AM.

C. In the event that medication is necessary at the center, a parent will sign a release form allowing the medication to be administered. Such medication must be labeled with specific directions concerning how and when to give the prescribed dosage.

D. Non-prescription drugs will be administered only with a written signed release form. All medications given will be recorded in a logbook along with any incident reports.

H. In an emergency medical situation, a member of the Kool Kids Club staff will take Slinger School District children to Hartford Memorial Hospital. The parent will then be notified once we arrive at the hospital or during transport if possible. Non-emergency accidents will be reported to the parents at pick-up time. If parents desire, they will be able to read the medical/accident logbook.

VI. **Clothing**

Each child needs a bag large enough to keep his/her personal things on a daily basis, such as:

Clean clothing School Papers Messages for Home, etc.

Please check it daily. Please dress your child in durable play clothes. The children will be playing outside all year (weather permitting). A light jacket may be needed in mild weather. During the winter season, please provide mittens, hats, snow pants, coat and boots. At least one extra change of clothing (including socks and underwear) is required. The state requires children that attend for more than 4 hours per day to take a rest period. Please provide a sleeping bag and pillow labeled with your child's name. You are required to take your child's sleeping bag and pillow home every Friday to be washed and cleaned.

VII, **Meals and Snacks**

The Kool Kids Club will provide a morning and afternoon snack. If your child requires breakfast your child may attend the Slinger school district breakfast program at a cost of \$1.25 per day. This breakfast is offered only if they attend KKC before 8:00. If you wish, you may bring a breakfast with your child. KKC will provide milk, spoons, bowls and cups. KKC breakfast will end at 8:00 a.m.

Children will be allowed to eat the hot lunch program at Slinger. The hot lunch program is included in your payment. You may choose to provide a bagged lunch for your child.

VII. **Weather & Holiday Closing**

Kool Kids Club may be closed due to inclement weather. The Kool Kids Club program will be open on all Slinger snow days unless announced on WTMJ-620 AM. If school is called off before 6:00 AM, then Kool Kids Club will be opened as an all day program at Slinger. We are closed on the following holidays: New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving Day & the day after Thanksgiving, Christmas Eve and Christmas Day.

Kool Kids Club will close on days off of school if attendance is low. Parents will be notified in advance of any closings.

IX. **Discharge Policy**

A. Parents requesting Termination-One week notice of withdrawal is requested in writing

B. Center Termination-If all responsible efforts by the center have been made to accommodate the needs of an individual child, but have failed, termination will follow. A refund will be given for time not used by the child.

C. Uncooperative Parents-If after written notifications, the following can lead to a child's termination:

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|--------------------------------|---|
| 1. Failure to pay fees | 4. Unclean or unsanitary children |
| 2. Failure to submit forms | 5. Soliciting staff for own personal gain during employee's working hours |
| 3. Failure to observe policies | |

X. **Drug and Alcohol Abuse**

It is the policy of Kool Kids Club that no child will be released to an adult that shows sign of drugs or alcohol use. If such an event should occur, the staff of the center will contact the next available adult listed on the registration form.

XI. **Abuse**

Kool Kids Club is required by law to report any sign of neglect or abuse of the children in our care and will promptly do so. We are liable, as day care professionals, for this responsibility and can be fined or jailed for failure to comply.

XII. **Confidentiality of Child Records**

All persons having access to these records may not discuss or disclose personal information regarding the children or family. This does not apply to the parent or person authorized in writing by the parent to receive such information.

XIII. **Statement of Policy**

The goal of Kool Kids Club is to provide adult supervised activities for your school age child. Each child will be able to choose from various activities both inside and outside throughout the day, weather permitting.

We believe children need to make their own choice of activities. Adult supervision will be there as the need arises to ensure a healthy and safe environment. Discipline will be enforced to ensure proper interaction between children, and interaction between children and adults. All activities will reinforce positive actions.

We encourage parents to work with their children and the Kool Kids Club staff to provide a positive atmosphere by communicating ideas, problems, and solutions.

The Kool Kids Club is operated in accordance with the U.S. Department of Agriculture policy which does not discriminate privilege of enrollment or discharge condition.

XIV. **Suggestions and Comments**

If you have any questions, comments or concerns, you can reach Wanda or Garry at 262-644-5811.

KOOL KIDS CLUB TELEPHONE NUMBERS

Slinger 262-644-5811 Slinger 4K

Kool Kids Club Mailing Address

PO Box 378

Jackson WI 53037

Kool Kids Club is owned and operated by:

Wanda Lee (Jackson) 262 677-9109

Garry Sabel (Slinger) 262 644-5811