

# Kool Kids Club 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 and Jackson Elementary Schools.
- C. Parents are welcome to visit and observe our centers during business hours.
- D. Slinger and Addison are licensed for 96 children per day, Jackson center is licensed for 120 children per day, Barton and Green Tree are licensed for 64 children per day, and Allenton is licensed for 32 children per day.

## II. Enrollment—Note Rate Change

### **West Bend Campuses Rates:**

#### A. Option #1

Before School Care 6:00 AM – Start of School  
\$6.00 per day (AM only)  
\$4.00 per day (1/2 hour or less)

#### B. Option #2

After School Care End of School –6:00 PM  
\$6.00 per day (PM only)  
\$4.00 per day (1/2 hour or less)

#### C. Option #3

Before & After School Care  
\$11.00 per day (AM & PM)

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

#### D. Option # 4

All Day and Summer Care at Jackson Elementary  
**(Pay for all days reserved)** – licensed for 120 children  
\$21.00 Full Day Care  
\$16.00 For any additional child  
\$16.00 Half Day Care (5 hours or less)

**Slinger Campuses Rates:**

**B. Option #1**

Before School Care 6:00 AM – Start of School

\$8.00 per day (AM only)

\$4.00 per day (1/2 hour or less)

**B. Option #2**

After School Care End of School –6:00 PM

\$8.00 per day (PM only)

\$4.00 per day (1/2 hour or less)

**C. Option #3**

Before & After School Care

\$11.00 per day (AM & PM)

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

**D. Option # 4**

All Day and Summer Care- at Slinger Elementary

(Pay for all days reserved)

\$21.00 Full Day Care

\$16.00 For any additional child

\$16.00 Half Day Care (5 hours or less)

**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 item for returned checks.

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, when a parent cannot be reached, 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.

E. **In an emergency medical situation**, a member of the Kool Kids Club staff will take Slinger school district children to Hartford Memorial Hospital and West Bend school district children will be taken to St. Joseph's 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.

#### VII, **Meals and Snacks**

The Kool Kids Club will provide an after-school snack and morning and afternoon snack for all day programs. If your child requires breakfast, **you will have to provide it**, and have your child bring it with him/her. Milk will be available. For days your child will be at the center all day, a bag lunch will be provided by you. Cereal brought and kept at the center must be in a plastic container.

#### VII. **Weather Closing**

Kool Kids Club may be closed due to inclement weather. The Kool Kids Club program will be open on all Slinger and West Bend 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 the designated center, all day.

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:

- |                                |   |
|--------------------------------|---|
| 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
Addison	262-644-0521
Jackson	262-677-9109
Allenton	262-629-1718
Green Tree	262-305-9811
Barton	262-338-1917

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