

# **Kids Connect School Age Program**

## **Parent Handbook**



In Cooperation with USD # 460  
Sponsored by  
Hesston Community Child Care Assoc.  
441 Neufeld Dr.  
Hesston, Kansas 67062  
620-327-3775

## PURPOSE

Kids Connect School Age Program is sponsored by the Hesston Community Child Care Association, a non-profit organization, with the cooperation of USD #460. Our purpose is to be of service to the child, the parent, and the community by providing a safe, positive, stimulating after school experience for children, kindergarten through age 12.

## PROGRAM OBJECTIVES

- Offers children a base of safety and security provided by caring, trusting, competent, and responsible staff who understand and meet the needs of the children
- Fosters autonomy, cooperation, self-control, choice, and the assumption of responsibility
- Permits freedom within set limits
- Encourages creativity
- Provides activities reflecting and filling the different needs of children
- Respects and incorporates the needs, values, and cultural diversity of the children served in the policies and activities of the program
- Includes parents in decision making
- Shares and builds upon existing community resources
- Respects other agencies and groups who share the concern for children's and family's well-being

## PROGRAM

The program strives to meet the developmental needs of particular age groups and, more importantly, the individual needs of each child. The scheduling, pacing, and rhythm of each activity are consistent with recognized principles of childhood education. Program components include:

Free Play (either on the playground or in the gym) -- A much needed part of the program after having been in a structured program during the day

Snack (following the guidelines of the Child and Adult Care Food Program) -- sometimes the children will make their own snack.

Activities (either in the basement, lunch room, playground or the gym) -- This includes creative art projects, table games, cooking or organized games in the gym or outside

We are available to help with homework if a child so desires; but it is both ours and the school's philosophy that this after school time should be more of a recreational time, rather than a continuation of the school day.

# GENERAL PROGRAM INFORMATION

## 1. LOCATION

- Children meet in the Hesston Elementary School tornado shelter (a lovely, large room in the basement) and use that space, plus the lunchroom, the gym and the playground.

## 2. HOURS

- The program is offers two sessions. Our before school session from 6:15am until 7:30am and our afterschool session 3:05 p.m. until 6:00 p.m.
- When school is dismissed early, the program will be offered from the time school is dismissed until 6:00 p.m. A full day program is offered on days where there is no public school **IF** it is not a public holiday.
- We will be closed the week between Christmas and New Year's, and the Friday following Thanksgiving.
- When the Hesston School District USD#460 closes because of weather, Hesston Child Care Association program's will also be closed

## 3. AGES OF PARTICIPANTS

- Kindergarten through 12 years of age.

## 4. PROGRAM COST

- Parents contract with Hesston Community Child Development Center each year for Kids Connect Program.
- Fees are due in advance.
  - Statements come out on the 1<sup>st</sup> of the month, showing the amount owed for the next month, plus any extra charges incurred the previous month.
  - A minimum payment of half of the tuition is due by the 10<sup>th</sup> of the month and a 1% late fee may be charged after that time.
  - The remaining balance needs to be paid no later than the 20<sup>th</sup> of the month to prevent accruing a late fee.
  - If at the end of the month the fee is still not paid, the Center reserves the right to refuse further service.
  - There is a \$25 charge on returned checks.

**Program Cost continued**

- Your child's enrollment will be terminated if you fail to make payment as scheduled or if you fall one month behind in payment without making a specific plan for catching up. Upon termination, the outstanding amount is turned over for collection.
- Your rate will remain the same whether your child is here or not.
- There is generally a fee increase each August.

<ul style="list-style-type: none"> <li>• Enrollment Fee: \$10.00 per child + 1 week's tuition</li> </ul>
<ul style="list-style-type: none"> <li>• Late pick-up fee (after 6:00 p.m.) \$20.00/hour with a \$10.00 minimum</li> </ul>

We do have a sliding fee scale, with scholarships, available for those who qualify, and also accept DCF assistance.

**5. ENROLLMENT PROCEDURE**

Parents can pick up enrollment papers at the Child Development Center at 441 Neufeld Dr, behind Schowalter Villa

Forms required are:

- ✓ *Health History*
- ✓ *Emergency release form*
- ✓ *Walking permit form*
- ✓ *CACFP income form*

A contract needs to be set up with the CDC's Administration Team, Naomi or Paula. This will remain in effect until the parent notifies the Administration Team, in writing, of desired changes.

**6. CHANGES IN SCHEDULED ATTENDANCE**

If you know in advance, your child will miss a day or needs to leave early, please send a note to the after school teacher.

If there is a change of plans that day, please call the childcare center at 327-3775 and leave a message.

If your child will be late because of staying after school in his/her classroom, it is the teacher's responsibility to let the Kids Connect staff know.

**Changes In Scheduled Attendance Continued**

Each week our Kids Connect teachers receive a schedule of which children are to come to the After-School program each day. If by 3:20 on any given day your child, who was scheduled to come, has not checked in, and we have received no written or verbal communication that he/she will not be coming, this is the procedure we will follow:

- a. Kids Connect Staff will communicate with the HES office to see if the child was in attendance for the day.
- b. Kids Connect Staff will try to call either Mother or Father

If we can get no information from the school, and we are not able to reach either Mother or Father, we will assume no further responsibility for locating your child.

**7. CHILD DROP OFF AND PICK UP PROCEDURES**

- All children need to be walked to the space that the Program is being held.
- Each child needs to be signed in by the Adult that is dropping them off.
- AT NO TIME CAN CHILDREN BE DROPPED OFF AT THE FRONT OF THE SCHOOL, children MUST be escorted to the Kids Connect Program.
- No child will be released to any person other than the child's parent, guardian or person designated by parents.
- The person picking up the child **must sign out** to release the child.
- Children **may leave on their own** at a specified time **only with the written permission from their parents.**

If someone other than an authorized person is to pick up your child, communication needs to happen with the Kids Connect Staff.

**8. SICK CHILDREN**

The **Kids Connect School Age Program** will not knowingly accept children for care when they are ill. If it is apparent that a child should not remain at the site, you will be called and asked to make other arrangements. Please make sure that your work phone number and all emergency information is up to date. **ALWAYS** advise us of any changes. If your child will not be attending the program due to illness, doctor's appointment, etc., please notify the Kids Connect staff or the Child Care Center. Each child in our program must be accounted for each day.

**9. MEDICATION**

We will administer medication, but the following steps must be followed:

- a. All prescription medication must be in the original container and must be prescribed for the child to whom the medication is to be given. The label on the container must contain the child's name, physician's name, pharmacist, medication, dosage, frequency, starting date and expiration date (if applicable).
- b. All non-prescription medicine must have the child's name and dosage on the outside of the container.
- c. Parents must fill out a pink Prescription Medication Authorization form for any kind of medication. Be sure to specify for how long this medication is to be given.

## 10. **EMERGENCY PROCEDURES**

Parents of all children in a child care program are required to submit a medical release form, giving the **Kids Connect School Age Program** permission to seek medical attention of the child, in case of an emergency. In case of an accident, the following procedures will be used:

- A member of the staff will carry out immediate First Aid for minor accidents.
- In case the parent or designated person cannot be reached, the site director will have the authority to call the designated physician and/or call the local emergency unit for treatment and /or accompany the child to the hospital and stay until the parent or guardian arrives.
- An incident report shall be given to the parent or guardian on the day of the incident. Copies of the report shall be retained on file at the center for at least one year.
- Fire drills and tornado drills are held throughout the year. Staff have evacuation emergency procedures which are posted.

## 11. **OPEN DOOR POLICY**

Any custodial parent, custodian, or guardian of a child enrolled in the program shall be permitted unlimited access to the program during our hours of operation for the purpose of contacting their children, evaluating the care provided by the program, or evaluating the premises. Upon entering the school site, the person shall notify the site director of their presence.

The program's licensing records, including inspection forms from the health department, Child And Adult Care Food Program, and fire departments are available upon request.

Kids Connect will not discriminate in the enrollment of children on the basis of race, color, religion, sex or national origin.

## 12. **PARENT PARTICIPATION**

Parents are **ALWAYS** welcome visitors. We ask that if you can participate in any way that you would let us know. Also, if you have any concerns or suggestions, please let us know. Notes on the parent board at the top of the steps inform parents of upcoming special events and weekly activities.

## 13. **PERSONNEL**

- The staff/child ration of 1:15 is maintained to assure individual attention and proper supervision. (At no time does the Kids Connect Program exceed the state licensing regulation, which requires a 1:16 ratio for school children 6 to 12 years old.)
- All staff members have previous experience working with children and regularly attend scheduled training events.
- All staff and volunteers are thoroughly screened and evaluated on a regular basis, to insure continued high performance. In compliance with the state licensing requirements, staff personnel are trained in First Aid, CPR, communicable diseases, and child abuse.
- Hesston Child Care Association required more training for the Kids Connect program than KDHE. It requires that all Kids Connect staff hold the same trainings that are required for the Child Development Center.

## 14. **NEGOTIATION OF DIFFERENCES**

Just as we feel it very important to teach young children how to solve problems, we are also eager to talk through any difference in philosophy or practice that may occur. Concerns with fees or finances should be brought first to the Administrator. Classroom concerns should be first discussed with your child's teacher, the Administration team will also help as needed. If you feel that you have not been heard, you can contact the Board Members for an appointment to present your concern to the board.

## **CHILD CARE BOARD**

Over fifty percent of our Board of Directors is made up of parent representatives selected at the beginning of the calendar year. We hold open Board meetings monthly at the Center. Any parent interested in serving on this board should contact the director.

A list of Current Board Members and their contact information will be given at Fall enrollment.

## 15. **DISCIPLINE PLAN**

The program's philosophy of discipline is based on respect for the child's self-esteem, setting reasonable limits and consequences, and encouraging increased self-discipline. Only constructive methods of discipline shall be used to promote good behavior. The staff will work with the child and cooperate with parents to resolve any problems that may arise.

Kids Connect School Age Program believes strongly in teaching children to resolve conflicts. We use the same four step method that is taught in the Elementary School.

1. STOP – the conflict
2. SAY & LISTEN – tell each other how you feel
3. THINK – of ways to solve your differences
4. CHOOSE – a mutually acceptable solution

The classroom is set up for the success of each child. There is a "calm down" space that is soft and comfortable, where a child can go to regroup, we use the "rethink mats" that are the same as used in the HES classrooms, we also have a peace table. Here the children can work out their difference with the support and guidance of our staff.

If a child's behavior consistently disrupts the flow of the program, physically or emotionally harms others, and otherwise conflicts with the program rules and guidelines, a conference with parents will be scheduled. In the event that the problem persists after all reasonable attempts have been made, the child may be dismissed from the program with one day's notice.

Remember, we are here to provide the most pleasant, enjoyable experience for all, so don't hesitate to discuss any concerns or suggestions that will help achieve this goal.

## HALF DAY KINDERGARTEN SUPPLEMENT

Hesston Child Association offers a supplement to provide care for kindergarteners who are only attending public school half days in the fall at the start of the school year. It is part of our School-age Program that is located in the basement of the Elementary School as well.

Our Kindergarten Half Day program is as follows:

- Children attending PM Kindergarten may be left in the SA room in the basement of the Elem. School any time after 6:15 a.m.
- Educational activities will be planned for both groups when they are not in the kindergarten classrooms.
- AM Kindergarteners are picked up by another Kids Connect teacher as they get out of kindergarten at 11:00.
- Two teachers will then take both groups to eat lunch at the school cafeteria (lunch is your expense).
- After lunch the PM Kindergarteners will go to class, and the AM group will go downstairs to the SA room.
- At 3:00 the kindergarteners will be joined by the older school age children and will have a snack and free play options as well as planned activities until they are picked up.

*Please see the Hesston Child Development Center's Administrative team for cost of this supplement.*

### SPRING BREAK and SUMMER CAMPS

During the summer we offer a full day program for children who are in attendance of kindergarten through the age of 12. As the season's approach, more information will be available about these camps.

### School Improvement/Work Days and Parent Teacher Conference Days

- During the school year Kids Connect will offer program when there is "no school" and the Child Development Center is open.
- To sign your child up for these days please contact the Administration Team at the Child Development Center.

***Please see the Hesston Child Development Center's Administrative team for cost of these supplement.***

When the Hesston School District USD#460 closes because of weather,  
Hesston Child Care will also be closed

If they let out early because of weather, we will finish out the day.

Credit will be given for one day missed. If there are two or more days of closure in one month, we will refund half of the days missed.



## TELEPHONE NUMBERS

School-age Program - 316-288-1288  
Hesston Elem. School 327-4931-Ext. 4008  
Hesston Intergenerational CDC – 620-327-3775

Naomi Reyes:

Administrator for Hesston Community Child Care Association  
620-327-3775  
[naomir@hesstonchildcare.org](mailto:naomir@hesstonchildcare.org)

## A HIGH-QUALITY CHILD-CARE PROGRAM SERVING YOU AT TWO SITES

**Hesston Community  
Child Development Center**

441 Neufeld Drive  
6 weeks – 5 years  
620-327-3775  
620-327-3786 (fax)

[www.hesstonchildcare.org](http://www.hesstonchildcare.org)

**Kids Connect  
School-Age Program**

Hesston Elementary School  
300 E. Amos  
Kindergarten – 12 years of age  
316-327-3775  
620-327-3786 (fax)

[www.hesstonchildcare.org](http://www.hesstonchildcare.org)



This is an equal opportunity program.  
If you believe you have been discriminated against  
Because of race, color, national origin, age, sex, or handicap,  
Write immediately to the  
Secretary of Agriculture, Washington, D.C. 20250

**Revised July 2019**