

PARENT HANDBOOK FOR KIDS CLUB AFTER SCHOOL PROGRAM

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KIDS CLUB AFTER SCHOOL PROGRAM

MISSION STATEMENT

NO.: 1

Our mission is to provide a safe, fun, and enriching out of school experience for the students and families of Stevens Elementary School and its surrounding area.

Children engage in independent and group decision-making so that they may pursue and expand their interests and talents through a variety of activities. An evolving exploration of self and community encourages those participating in Kids Club After School Program to build relationships with peers and adults, explore diverse opportunities, and interact in a respectful and nurturing environment.

ANTI-BIAS PHILOSOPHY

Kids' Club has an anti-bias philosophy that embraces cultural, economic, racial, and family structure diversity. Our school is strengthened by its diversity, enabling children to better understand themselves and others, and empowering them to act in the world responsibly. Kids' Club demonstrates an ongoing commitment to integrate its anti-bias philosophy our value for diversity in a developmentally appropriate way. This philosophy manifests in Kids' Club anti-bias curriculum.

Our anti-bias curriculum is a process to help children develop and strengthen their self and group identities, while interacting respectfully with others in a multicultural environment. Kids' Club's anti-bias curriculum is a proactive approach to reduce prejudice and promote inclusiveness. The teaching staff guides children to think critically about unfairness and stand up for themselves and others in the face of bias. The teaching strategy values diversity and challenges bias, rather than ignoring and therefore reinforcing children's misunderstandings of differences. Kids' Club strives to balance its unique culture with the individual cultural interests of

each family served. Appreciation of Kids' Club diverse community is reflected in the curriculum, classroom environment, parent/teacher/child interactions, staff development, hiring plans, and program goals.

Kids' Club's methods to ensure that we are creating this anti-bias and inclusive environment include: representing many different kinds of families within our curriculum and books found in the classrooms; providing opportunities for children to experience different cultural activities and ask questions; creating a classroom environment where the children and families can find themselves in pictures on the walls, books, toys, and activities; and refraining from program-initiated observances of any singular culture, holiday, or any religious preference. All of these strategies implement the anti-bias philosophy to our center's program, while creating a welcoming, safe, and inclusive environment for all children and families.

Kids' Club is committed to anti-bias education. This means we share a commitment to human rights, dignity of the individual and social justice. We strive to create a program that truly reflects the lives of our children, families, staff, and communities.

*Kids' Club complies with the Americans with Disabilities Act (ADA) and will accommodate to the best of our abilities any child needing accommodations.

KIDS CLUB AFTER SCHOOL PROGRAM

LICENSING INFORMATION

NO.: 2

2.1. Licensing

Kids Club After School Program is a School age Childcare program Licensed by the Department of Early Learning through the State of Washington.

2.2 Accreditation

Kids Club After School Program; Accredited by the National Afterschool Association. Issued May 2009

KIDS CLUB AFTER SCHOOL PROGRAM

ENROLLMENT

NO.: 3

Enrollment at Kids Club After School Program is open to children from ages 5 thru 12 enrolled in a public or private school entering Kindergarten thru 6th grade. Enrollment shall be granted without regard to a child's race, color, creed, religion, national origin, gender, or disability; and without regard to a parent or guardian's race, color, creed, religion, age, national origin, gender, or disability.

Parents can apply for enrollment of their child in Kids Club After School Program by completing the Enrollment Application and paying the \$30 Application Fee. The Application Fee is non-refundable.

Initial enrollment is contingent upon receipt of the completed enrollment application, signed fee agreement, registration fee/deposit, immunization records and signed Parent Handbook receipt.

The Enrollment Application and Fee Agreements are not meant to serve as contracts guaranteeing service for any duration.

Kids Club After School Program reserves the right to dismiss any parent or child at any time with or without cause.

Continued enrollment at Kids Club After School Program is contingent upon the parent's, emergency contact persons' and child's adherence to the policies and procedures of Kids Club After School Program as outlined in this handbook including, but not limited to, timely payment of all fees and tuition.

Parents are required to notify Kids Club After School Program immediately, should any of the information collected at the time of enrollment or any time thereafter change. Failure to do so may result in the child(ren) being dis-enrolled from the program and forfeiture of any deposit.

KIDS CLUB AFTER SCHOOL PROGRAM

TUITION

NO.: 4

All custodial parents and/or legal guardians are required to sign a Fee Agreement prior to enrollment of their child in Kids Club After School Program. Parents are required to indicate to whom all billing information and correspondence are to be addressed.

4.1 Payments are due on the first day of the month

Check or money order may pay tuition. Your canceled check will serve as your receipt for payments made by check, unless you request a receipt. There will be a \$20 fee charged for tuition checks returned by the bank. Returned Tuition checks will not be re-deposited. Parents will be responsible for re-issuing a second check. If at any future time the bank returns a parent's check, all future tuition payments must be made by certified check or money order.

Tuition does include fees for field trips.

4.2 Tuition payments made after the 5th of the month will be charged a \$20 late fee.

There is no credit given for vacations, scheduled school holidays, child illness, or for closings due to emergency situations, inclement weather or acts of God.

Non-payment of tuition is grounds for immediate dismissal from the program. Timely payments are essential for continued enrollment at Kids Club After School Program; however, if you anticipate difficulty with paying on time, please discuss the matter with the Executive Director immediately. If alternative arrangements for payment are approved you will be notified by the Executive Director.

4.3 Kids Club After School Program does accept childcare subsidies. Parents are required to apply for their Subsidy; the child/ren cannot attend the childcare program until the Executive Director is notified in written form from the agency that the parent/Guardian has been accepted.

Parents of a subsidized child must complete all required paperwork on time to continue enrollment at Kids Club After School Program. Parents of subsidized children are also required to sign a fee agreement, agreeing to be personally

responsible for the payment of tuition, in the event they become ineligible to receive childcare subsidies.

4.4 Kids Club After School Program offers a scholarship program to families who meet our qualification guidelines. For a copy of the scholarship application and guidelines please ask the Executive Director.

4.5 Kids Club After School Program offers a multiple child discount for one or more siblings enrolled during the same school year. The youngest sibling pays the full tuition rate and each additional child's tuition are discounted five percent per child. Discounts are only applicable when tuition payments are made on time. The full tuition rate, plus any additional late fees will be charged when tuition payments are late as per the late tuition policy stated above.

KIDS CLUB AFTER SCHOOL PROGRAM

CONFIDENTIALITY

NO.: 5

Within Kids Club After School Program, confidential and sensitive information will only be shared with employees of Kids Club After School Program who have a “need to know” in order to most appropriately and safely care for your child. Confidential and sensitive information about faculty, other parents and/or children will not be shared with parents, as Kids Club After School Program strives to protect everyone’s right of privacy. Confidential information includes, but is not limited to: names, addresses, phone numbers, disability information, and HIV/AIDS status or other health related information of anyone associated with Kids Club After School Program.

Outside of Kids Club After School Program, confidential and sensitive information about a child will only be shared when the parent of the child has given express written consent, except where otherwise provided for by law. Parents will be provided with a document detailing the information that is to be shared outside of Kids Club After School Program, persons with whom the information will be shared, and the reason(s) for sharing the information.

Any parent who violates the Confidentiality policy will not be permitted on agency property thereafter. Refer to the policy regarding Parent’s Right to Immediate Access for additional information regarding dis-enrollment of a child when a parent is prohibited from accessing agency property.

You may observe children at our center who are disabled or who exhibit behavior that may appear inappropriate (i.e. biting, hitting, and spitting). You may be curious or concerned about the other child. Our Confidentiality Policy protects every child’s privacy. Employees of Kids Club After School Program are strictly prohibited from discussing anything about another child with you.

KIDS CLUB AFTER SCHOOL PROGRAM

MANDATED REPORTING OF SUSPECTED
CHILD ABUSE AND/OR NEGLECT

NO.: 6

Under the Child Protective Services Act, mandated reporters are required to report any **suspicion** of abuse or neglect to the appropriate authorities. The employees of Kids Club After School Program are considered mandated reporters, under this law. The employees of Kids Club After School Program are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at Kids Club After School Program take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children.

As mandated reporters, the staff of Kids Club After School Program cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in "good faith."

Causes for reporting suspected child abuse or neglect include, but are not limited to:

- ◆ Unusual bruising, marks, or cuts on the child's body
- ◆ Severe verbal reprimands
- ◆ Improper clothing relating to size, cleanliness, season
- ◆ Transporting a child without appropriate child restraints (e.g. car seats, seat belts, etc.)
- ◆ Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- ◆ Not providing appropriate meals including a drink for your child
- ◆ Leaving a child unattended for any amount of time
- ◆ Failure to attend to the special needs of a disabled child
- ◆ Sending a sick child to school over medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside.
- ◆ Children who exhibit behavior consistent with an abusive situation

KIDS CLUB AFTER SCHOOL PROGRAM

PARENT CODE OF CONDUCT

NO.: 7_____

Kids Club After School Program requires the parents of enrolled children at all times, to behave in a manner consistent with decency, courtesy, and respect. One of the goals of Kids Club After School Program is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not only the responsibility of the employees of Kids Club After School Program but is the responsibility of each and every parent or adult who enters the center. Parents are required to behave in a manner that fosters this ideal environment. **Parents who violate the Parent Code of Conduct will not be permitted on agency property thereafter.** Please refer to the Policy on Parent's Right to Immediate Access for additional information regarding dis-enrollment of the child when a parent is prohibited from accessing agency property.

7.1 SWEARING/CURSING:

No parent or adult is permitted to curse or use other inappropriate language on agency property at any time, whether in the presence of a child or not. Such language is considered offensive by many people and will not be tolerated. If a parent or adult feels frustrated or angry, it is more appropriate to verbally express the frustration or anger using non-offensive language. At NO time shall inappropriate language be directed toward members of the staff.

7.2 THREATENING OF EMPLOYEES, CHILDREN OTHER PARENTS OR ADUTLS ASSOCIATED WITH KIDS CLUB AFTER SCHOOL PROGRAM:

Threats of any kind will not be tolerated. In today's society Kids Club After School Program cannot afford to sit by idly while threats are made. In addition, all threats will be reported to the appropriate authorities and will be prosecuted to the fullest extent of the law. While apologies for such behavior are appreciated, the agency will not assume the risk of a second chance. **PARENTS MUST BE RESPONSIBLE FOR AND IN CONTROL OF THEIR BEHAVIOR AT ALL TIMES.**

7.3 PHYSICAL/VERBAL PUNISHMENT OF YOUR CHILD OR OTHER CHILDREN AT KIDS CLUB AFTER SCHOOL PROGRAM:

While Kids Club After School Program does not support or condone corporal punishment of children, such acts are not permitted in the childcare

facility. While verbal reprimands may be appropriate it is not appropriate for parents to verbally abuse their child. Doing so may cause undue embarrassment or emotional distress. Parents are always welcome to discuss a behavior issue with the teacher and to seek advice and guidance regarding appropriate and effective disciplinary procedures.

Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. Of course, no parent or other adult may physically punish another parent's child. If a parent should witness another parent's child behaving in an inappropriate manner, or is concerned about behavior reported to them by their own child, it is most appropriate for the parent to direct their concern to the classroom teacher and/or Assistant Director or Director.

Furthermore, it is wholly inappropriate for one parent to seek out another parent to discuss their child's inappropriate behavior. All behavior concerns should be brought to the classroom teacher or Director's attention. At that point, the teacher and/or Director will address the issue with the other parent. Although you may be curious as to the outcome of such a discussion, teachers and/or the director are strictly prohibited from discussing anything about another child with you. All children enrolled in our agency have privacy rights and are further protected by our Confidentiality Policy. You may be assured that we will not discuss anything about your child with another parent or adult visiting the center.

7.4 SMOKING:

For the health of all Kids Club After School Program employees, children and associates, smoking is prohibited anywhere on agency property. Parents are prohibited from smoking in the building, on the grounds, of Kids Club After School Program.

7.5 VIOLATIONS OF THE SAFETY POLICY:

Parents are required to follow all safety procedures at all times. These procedures are designed not as mere inconveniences, but to protect the welfare and best interest of the employees, children, and associates of Kids Club After School Program. Please be particularly mindful of Kids Club After School Program entrance procedures. We all like to be polite. However, we need to be careful to not allow unauthorized individuals into the center. Holding the door open for the person following you may, in fact, be polite, however that person may not be authorized to enter the premises. Security procedures are only as strong as the weakest person in our organizational chain. Be alert and mindful. Immediately report any breaches to the Director or Assistant Director.

7.6 CONFRONTATIONAL INTERACTIONS WITH EMPLOYEES, OTHER PARENTS OR ASSOCIATES OF KIDS CLUB AFTER SCHOOL PROGRAM:

While it is understood that parents will not always agree with the employees of Kids Club After School Program or the parents of the other children, it is expected that all disagreements be handled in a calm and respectful manner. Confrontational interactions are not an appropriate means by which to communicate a point and are strictly prohibited.

7.7 VIOLATIONS OF THE CONFIDENTIALITY POLICY:

Kids Club After School Program takes very seriously the responsibility of maintaining the confidentiality of all persons associated with the agency. Parents must understand the implications of this responsibility. Parents need to recognize that the Confidentiality Policy not only applies to their child or family, but all children, families and employees associated with Kids Club After School Program. Any parent who shares any information considered to be confidential, pressures employees or other parents for information, which is not necessary for them to know, will be considered to be in violation of the Confidentiality Policy.

KIDS CLUB AFTER SCHOOL PROGRAM

PARENT'S RIGHT TO IMMEDIATE ACCESS

NO.: 8

Parents of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at Kids Club After School Program, as provided by law.

In cases where the child is the subject of a court order (e.g., Custody Order, Restraining Order, or Protection from Abuse Order) Kids Club After School Program must be provided with a **Certified Copy** of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

In the absence of a court order on file with Kids Club After School Program, **both** parents shall be afforded equal access to their child as stipulated by law. Kids Club After School Program cannot, without a court order, limit the access of a one parent by request of the other parent, regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, Kids Club After School Program suggests that the parent keep the child with them until a court order is issued, since our rights to retain your child are secondary to the other parent's right to immediate access. Kids Club After School Program staff will contact the local police should a conflict arise.

Visitors are asked to schedule appointments with the Director, and are allowed in the childcare facility only at the discretion of the Director. An employee of Kids Club After School Program will accompany visitors at all times, throughout the center.

Kids Club After School Program will dismiss any child whose parent is prohibited from entering upon agency property. Due to the parents' right to immediate access policy, as well as state and federal regulations, Kids Club After School Program cannot have a child at the agency when the child's parent is prohibited access. Kids Club After School Program will not agree to any request to maintain a child's enrollment even if the parent agrees to stay out of the center. Such an agreement is a violation of the law and will not be entertained.

KIDS CLUB AFTER SCHOOL PROGRAM

DISMISSAL

NO.: 9

Kids Club After School Program reserves the right to dismiss any child at any time, with or without cause.

Parents will be refunded any unused tuition within two weeks of the dismissal. An agency check will be mailed to the address indicated in the child's file. Any past due balances must be paid within 30 days of the dismissal. An invoice detailing the past due balance will be forwarded to the address indicated in the child's file within one week of the dismissal. Any balances remaining after the 30 day period will be referred to the agency's legal counsel for collection.

The Director or designee will assist the parent in gathering their child's belongings at the time of dismissal and parents are required to leave agency property in a calm and respectful manner, immediately. Kids Club After School Program will request assistance from local police should any parent become disruptive and/or uncooperative while gathering their child's belongings upon dismissal.

A dismissed child and his/her parents are required to call and request an appointment with the Director if they wish to return to agency property following a dismissal. Appointments are made at the discretion of the Director and are not a right of the dismissed child or parent.

Following a dismissal, any parent or child who harasses, threatens or in any manner causes harm to anyone affiliated with the agency by calling, writing, or any other means, will be prosecuted to the fullest extent of the law, by Kids Club After School Program.

KIDS CLUB AFTER SCHOOL PROGRAM

WITHDRAW

NO.: 10

A one-month written notice is required when withdrawing a child for any reason. If the proper notice is given, any unused tuition will be refunded within thirty days of the withdrawal. If the required notice is not given, parents will be charged tuition for the following month and no credit will be given.

The parents and child, following their last day of enrollment, are not permitted to re-enter agency property without prior permission of the Director. A withdrawn child and his/her parents are required to call and request an appointment with the Director if they wish to return to agency property following the last day of enrollment at Kids Club After School Program. Appointments are made at the discretion of the Director and are not a right of the withdrawn child or parent.

Parents who wish to change their child's days or times of enrollment at Kids Club After School Program, must submit a request to do so two weeks in advance of the proposed change in writing. Schedule changes are subject to a change fee of \$10 per change.

The Director will notify the parents in writing if the new schedule is available. If the schedule change requires an additional deposit and/or registration fee, the change will also be contingent upon payment of these monies. If the requested schedule is not available parents may choose to continue with the current schedule until such time as the requested schedule becomes available, or may choose to withdraw their child from the program. The date the request for the Director receives the schedule change will be used to toll the one-month notice required for withdraw.

KIDS CLUB AFTER SCHOOL PROGRAM

COURT ORDERS EFFECTING ENROLLED CHILDREN

NO.: 11

In cases where an enrolled child is the subject of a court order (ex... Custody Order, Restraining Order, or Protection from Abuse Order) Kids Club After School Program must be provided with a **Certified Copy** of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

In the absence of a court order on file with Kids Club After School Program administration, both parents shall be afforded equal access to their child as stipulated by law. Kids Club After School Program cannot, without a court order, limit the access of a one parent by request of the other parent, regardless of the reason. If a situation presents itself, where one parent does not want the other parent to have access to their child, Kids Club After School Program suggests that the parent keep the child with them until a court order is issued.

If conflicting court orders are presented, the most recently dated court order will be followed.

Once presented with a Protection from Abuse Order or a Restraining Order, Kids Club After School Program is obligated to follow the order for the entire period it is in affect. Employees of Kids Club After School Program can not, at the request of anyone, except the issuing judge, allow a Protection from Abuse Order and/or a Restraining Order to be violated. Kids Club After School Program will report any violations of these orders to the court.

KIDS CLUB AFTER SCHOOL PROGRAM

ARRIVAL PROCEDURES

NO.: 12

Upon arrival at Kids Club After School Program, the parents or the adult dropping the child off must sign the child into care on the sign-in sheet located in room 101. Children are required to be escorted by their parent or the adult dropping them off, to their designated classroom. Children are required by law to be supervised at all times while in the child care facility. Parents are required to help children put away their outerwear and get settled for the day.

Kids Club After School Program discourages parents from sneaking out of the center. Some children exhibit separation anxiety when it is time for their parent to leave. Kids Club After School Program believes it is best for parents to tell the anxious child upon arrival that after all of the child's things are put away, the parent will kiss, hug and say goodbye to the child. This will prepare the child for their departure. The employee present in the classroom will comfort and assist the child through the anxious time. Parents are asked to leave after saying goodbye. The longer the parent of an anxious child drags out the departure, the more anxiety the child is likely to feel. The professional employees of Kids Club After School Program are available to discuss other options if the child does not settle into the arrival routine after a reasonable period of time.

At arrival, parents are required to follow the Medication Policy if a child must receive medication during the course of the day. The completed Medication Authorization Form must be given to the Director or Assistant Director prior to Kids Club After School Program employees being allowed to give medication.

Parents are required to notify the child's teacher or Director of any special instructions or needs for the child's day. The parent must present the special instructions in the form of a letter and verbally discuss them with either the classroom teacher or Director. These special instructions include but are not limited to: Early Pick Up, Alternative Pick Up Person, health issues over the previous night which need to be observed and/or any general issues of concern which the child care providers should be aware to best meet the needs of your child throughout the day.

12.1 NOTIFICATION OF ABSENCE

Parents are required to inform the center by 12:00pm if a child will not be at the center on a scheduled day. This will enable the center to more effectively maintain appropriate ratios and help the classroom teacher effectively plan for the day. Parents who fail on two or more occasions in one school calendar year to give proper notice of an absence will result in the child being dismissed from the program. If Kids Club After School Program must locate your child after school due to the child not attending, a finders fee/no call of \$25 will be charged per occurrence.

If your child is ill, we request that you notify the Director not only of the absence, but also of the nature of the illness. This enables our faculty to keep track of any illnesses, which may occur at our school. This information will only be shared with staff on a “need to know” basis. If your child has a communicable disease, we ask that you share the diagnosis with the Director, so that the parents of the children in the school may be notified that a communicable disease is present. Once again, only the communicable disease information will be shared. Kids Club After School Program will take all measures necessary to protect your child’s confidentiality. Parents are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child’s absence from school.

12.2 AGENCY’S RIGHT TO REFUSE ADMISSION

Kids Club After School Program reserves the right to refuse admission to any child at any time with or without cause.

Kids Club After School Program strives to maintain an ample list of substitutes in anticipation of staff absences, however, there are times when substitutes are not available, and classrooms need to be closed to maintain compliance with licensing regulations. Refusal will be based on a “first come, first served” basis when seeking to maintain appropriate staff to child ratios and/or when closing classrooms.

Possible reasons for the refusal of admission include but are not limited to:

1. Lack of staff to maintain appropriate Staff to Child Ratios as determined by State Licensing Regulations.
2. The need to maintain compliance with Licensing Regulations.
3. Staff deems the child too ill to attend.

4. Domestic Situations that present a safety risk to the child, staff or other children enrolled at if the child were to be present at the center.
5. Parents' failure to maintain accurate, up to date records.
6. Parents' failure to complete and return required documentation in a timely fashion.

Parents will not be reimbursed tuition for days when their child is refused admission to the program.

KIDS CLUB AFTER SCHOOL PROGRAM

PICK UP PROCEDURES

NO.: 13

Parents or other authorized adults are required to sign their child out of care on the sign-out sheet located in room 101,102 and the Steven's cafeteria. Once a parent signs their child out, the parent is then solely responsible for supervising their child while on agency premises. The parent may not allow a child to wander through the hallways, bathrooms, other classrooms, and/or playground. Parents are required to handle all business issues prior to signing out their child, and are required to directly exit the building once they have signed their child out of care.

Parents must take home all papers in the child's cubby or school bag each day.

Parents or persons designated to act "in loco parentis" are required to sign any incident/accident reports from the day at pick-up. The classroom teacher will be able to briefly discuss the matter with you or other authorized adult at pick-up. However, should you feel it necessary to have an in depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled for later in the day or for the next day at a time if the parent(s) is unable to meet at the center during the course of the day.

13.1 LATE PICK-UP:

A Parent is considered to be late at 6:01pm. All measurements of time are to be according to the Kids Club After School Program clock located in each room.

LATE PICK-UP fees will be added to your bill payable at the end of the month in the amount of \$20.00 for the first 15 minutes and \$1.00 for each additional minute.

A child's services may be terminated should the child be picked-up late on three occasions in one school year regardless of the reasons for the late pick-up. It is the parent's responsibility to ensure that someone (either a parent or Emergency/Alternate pick-up person) is available to pick up the child on time.

13.2 PERSONS APPEARING TO BE IMPAIRED BY DRUGS/ALCOHOL AT PICK-UP

The staff of Kids Club After School Program will contact local police and/or the other custodial parent should a parent appear to the staff of Kids Club After School Program to be under the influence of drugs and/or alcohol. The parent's right to immediate access does not permit the agency from denying a custodial parent access to their child even if the parent is or appears to be impaired. However, Kids Club After School Program staff will delay the impaired parent as long as possible, while contacting the other parent, the local police and Child Protective Services.

Any other authorized person who attempts to pick-up a child, and appears to the staff of Kids Club After School Program to be under the influence of drugs and/or alcohol will be denied access to the child. The staff of Kids Club After School Program will contact the child's parents, local police and Child Protective Services to notify them of the situation.

13.3 EMERGENCY/ALTERNATE PICK-UP FORMS

At enrollment, parents will be presented with an Emergency/Alternate Pick-up form. Parents are encouraged to include on this form any, and all persons who, in the course of events, may at one time be asked to pick-up their child from Kids Club After School Program. In an emergency situation the child's parents will be called first. If they cannot be reached staff will call the persons listed on this form until someone can be reached.

Should the staff contact a parent, and the parent is unable to pick up the child, it is then the responsibility of the parent to arrange for their child to be picked up by someone on the emergency list. Failure of the parent to make such arrangements will result in dismissal from the program.

Parents do not need to be listed on the Emergency Contact Form. The nature of the parental relationship affords the parents (in the absence of a court order indicating otherwise) the right to pick-up their child.

Parents will be asked to determine which persons (if any) on the Emergency/Alternate Pick-up form have the right to act "In Loco Parentis." In Loco Parentis status affords the pick up person the right to discuss confidential information about the child's day including but not limited to, incident/accident reports, and behavior issues. In the absence of this

designation the people on the Emergency/Alternate Pick Up Form are only afforded the right to pick up the child. Staff is not permitted to discuss the child's day with them.

The persons on the Emergency/Alternate pick-up form will be required to provide Government issued photo ID prior to the agency releasing the child. There will be no exceptions to this rule.

All changes and/or additions to the Emergency/Alternate Pick-up form must be made in writing and be dated and signed. Only custodial parents have the right to make changes or additions to this form.

Kids Club After School Program reserves the right to refuse/ban any person listed on the Emergency/Alternate Contact Form for any reason, including but not limited to violations of the policies/procedures contained herein. It is the responsibility of the enrolling parent(s) to inform each person on the Emergency/Alternate Form of the policies/procedures contained herein.

KIDS CLUB AFTER SCHOOL PROGRAM

EMERGENCY CLOSING AND INCLEMENT
WEATHER INFORMATION

NO.: 14

In the event of an emergency closing and/or inclement weather, parents will be notified of the closing by message on schools phone.

Should the school need to close in the middle of the day, the school staff will attempt to reach the child's parents first to arrange for pick up. Should the staff be unable to reach the parents, the persons listed on the emergency contact form will be called until pick up arrangements can be made. Staff will notify the parents or emergency contact person at the time of the call, of the pick up location should the children need to be evacuated from the childcare center. Parents or emergency contact persons should report directly to the alternate location if one is indicted.

Should the center need to close for any reason, tuition will not be refunded or reduced for closures of less than 10 school days. If the closure extends beyond 10 school days, parents' will notified with a decision based on reason for extended closure.

KIDS CLUB AFTER SCHOOL PROGRAM

CURRICULUM INFORMATION

NO.: 15

15.1 DAILY SCHEDULE OF ACTIVITIES

Morning

6:15am Program Opens

6:15-8:00am Snack, Choice of Indoor/Outdoor Activities

7:25am Announcements

7:45am Stevens students dismissed to the playground

7:45-8:15am Choice of Indoor/Outdoor Activities

8:15am Lowell students leave for the walk to school

Afternoon

2:25-2:35pm Stevens Dismissal from School & Arrival to Kids Club

2:35-4:15pm Snack, Choice of Indoor/Outdoor Activities, Homework

4:15pm Clean up & Group Announcements

4:30-5:30pm Group Activities/Clubs

5:30-6:00pm Clean up, Second Snack, & Group Game in the Green
Room

6:00pm Program Closed

15.2 CLASS ASSIGNMENTS

Children are assigned to a specific classroom, based solely on the child's grade level.

15.3 STAFF TO CHILD RATIOS

Kids Club's staff to child ratio is 1:10 but is always allowed to make changes that would allow a 1:15 as per the Department of Early Learning.

15.4 HOLIDAY CLOSURES

Kids Club After School Program will be closed on the following ten holidays that take place during the calendar year:

Labor Day, New Year's Day, Veterans Day, Martin Luther King Jr. Day, Thanksgiving & the day after Thanksgiving, Presidents Day, Memorial Day, Christmas Day (2days), and Fourth of July.

Note: Kids Club After School Program will always be closed for 2 days for the Christmas holiday, the 2nd day will be chosen depending on which day of the week Christmas falls.

KIDS CLUB AFTER SCHOOL PROGRAM

DISCIPLINE

NO.: 16 (Updated 2015)

The goal of the Kids' Club After School Program behavior guidance approach is to support the development of self-management, healthy decision-making and positive interactions with peers and adults. Children feel empowered and begin to take responsibility when they actively participate in setting norms for their environment.

Kids' Club After School Program will make every reasonable effort to provide an environment where each child can experience success, and develop emotionally, socially and academically. Our approach to behavior management is based on an understanding of child development and important benchmarks, as well as an understanding of the individual child's needs, while protecting the safety and rights of all children and adults within the program.

Parents, extended family and significant adults within a child's life are valued partners. Parent-staff communication is regarded as a vital part of behavior management. We encourage parents/guardians to share any relevant information that might help staff more effectively support their child.

Providing a Safe and Fun Environment for All:

- Group norms and expectations are clearly and consistently stated by the staff, and posted in each room.
- Expectations are age and developmentally appropriate.
- Everyone has the right to be safe, physically and emotionally.
- Staff members will strive to help students develop increased awareness of their own emotional state, as well as hear and be heard by others.

Staff will provide positive guidance, facilitate mediation between students, model and assist with problem solving, and/or separating the child from a problematic situation, offering a safe space to de-escalate and calm the body as needed. Logical and natural consequences will be implemented with every attempt at fairness. Under no circumstance will corporal punishment, ridicule, shaming or name-calling be used as forms of discipline. All corporal punishment is prohibited. In the event of more serious behavior (see below) Behavior Incident Reports are confidential, and will not be shared outside of Kids' Club After School Program, unless we are authorized or legally obligated to do so for the sake of a child.

Core values for Positive Communication:

- Active listening, honoring each person's time to speak, restating for clarification, etc.
- Empathy and respect for all, while upholding expectations and rules.
- Modeling the use of "I" statements.
- Helping students reframe a conflict, express their feelings and needs.

Expectations during Conflict Resolution:

For Students:

- Remain safe with body and words; refrain from verbal and physical assault.
- Refrain from property and site damage.
- Work to problem solve, respectfully listen and be heard.

For Families:

- Engage in positive communication with staff members.
- Participate in conflict resolution process, and encourage student's participation.
- Share insights regarding strategies used at home.

Behavior Guidance Procedures:

Families can expect on-going, informal communication regarding their child's day, triumphs and struggles. Small, developmentally typical instances, and the steps taken to resolve them will be included at pick-up, in addition to more significant or on-going concerns.

What to Expect:

1. Clearly stated expectations and modeling are the first approach employed.
2. Secondly, students are assisted in the process of conflict resolution (with peers or adults) through the use of positive communication (see above).
3. The use of redirection is used to help students de-escalate in times of emotional stress.
4. Students will receive a verbal warning for inappropriate behavior.
5. If behavior persists, the students may be asked to temporarily remove his/herself from the game/activity, until s/he is calm and safe or appropriate behavior is demonstrated.
6. If inappropriate/disruptive behavior persists, a student may be asked to switch activities within the program (e.g., student may be asked to leave the gym and choose a different activity to participate in).

7. If student is still struggling to use appropriate behavior in a given space or activity, s/he may be asked to take time to calm their body down in the office, and/or a different staff person may take over helping the student.
8. An incident report may be written if student's behavior continues to necessitate one-on-one intervention, to be discussed and signed by parent, staff and Director.
9. Behavior that is considered physically or verbally unsafe will documented by Staff or Director/Assistant Director will review the incident with parent/guardian at pick up, or a scheduled time.

Child safety is the first concern of the program, therefore, any student engaged in dangerous or repeatedly disruptive behavior must be picked up within the half hour of contact by someone authorized through the pick up and release procedure.

Serious Behavior Concerns Include (but are not limited to) the Following:

- Inflicting physical or emotional harm on self or others.
- Destroying property.
- Sexually explicit behavior, harassment.
- Disrupting the program, necessitating one-on-one care from the staff.
- Leaving the group or set boundaries, thereby endangering themselves.
- Other behavior necessitating noncompliance with staff to student supervision ratio.

Strategies Used to Address Unsafe or Repeatedly Disruptive Behavior:

1. Student will be prompted to choose one of the designated spaces (in sight) to “calm their body”. Other students will be redirected away from student.
2. Staff member may stay with student to encourage deep breathing, and be available to hear students' account of the incident. Steps will be taken to provide conflict resolution (where applicable), when all parties are calm.
3. A phone call may be placed to parent/guardian following disruptive behavior, or to assist with calming down.
4. Behavior modification tools can be employed to address consistently inappropriate behavior.
 - a. Opportunities to “earn” a reward on site or at home via a daily log
 - b. Behavior sticker charts
 - c. Logical consequences such as removal from specific spaces (e.g., the gym) for a period between one to five days

Steps Taken to Resolve Concerns:

- A meeting will be called with the parent(s)/guardian(s) to discuss behavior and consequences and future expectations.
- Parent/guardian will be asked to provide permission to share information and support strategies used by teachers, counselors or other support providers.
- Kids' Club After School Program Director or Assistant Director may request ability to exchange information with other professionals supporting the student, for the purpose of consistency and efficacy.
- Director/Assistant Director may attend Student Intervention Teams (S.I.T.) or meeting to help establish an Individual Education Plan (I.E.P.).
- Parent/guardian, student and staff will create and use a behavior modification plan, consistent with above. (e.g., behavior modification chart, establishment of "safe" zones for use in moments of high emotional turmoil.)

It is expected that the staff and Director/Assistant Director will employ and document the strategies listed above. Documentation of accommodations/strategies to support the student include: Incident/Behavior Reports, with a description of interventions taken, safety plan outline and any revisions, S.I.T or I.E.P, record of meetings with student's support network, and where possible, and record of phone calls and meetings with parent/guardian and outcomes of communication.

Suspension and Dismissal:

- Consistent with Seattle Public School policy, fighting is not permitted. Students found fighting may be subject to suspension; one day's suspension for the first occurrence, and up to three for the second.
- Regardless of the duration of suspension, a student may return to the program only upon the condition that a conference has been held to discuss the incident and establish future expectations.
- A student who has received three Incident/Behavior Reports within a six-month period of time may be suspended for a period of time between one and two days.
- A student who has received three Incident/Behavior Reports within a three-month period of time may be dismissed from care. The Director/Assistant Director will request a conference with the parent/guardian to inform them of the decision and review documentation of behavior and steps taken to support the student to date.

- Violence cannot be tolerated at Kids' Club After School Program. If a student's behavior is such that the program is concerned about the student's or others' ability to remain safe, the student may be immediately dismissed from the program. Kids' Club After School Program can provide information regarding other resources better able to support the student and family at this time.
- Consistent with Seattle Public School Policy, students found in possession of or having brought a weapon to school will be subject to immediate dismissal.
- Students found in possession of illegal substances will be dismissed.

Kids' Club After School Program will do its best to work with a family to provide a successful environment for children to learn and grow. However, if a child requires care that Kids' Club After School Program is unable to safely provide, we will refer families to community resources that may better serve the needs of the child.

Any variation from the above policy will be at the discretion of the Director(s).

KIDS CLUB AFTER SCHOOL PROGRAM

TOYS FROM HOME

NO.: 17

Due to the risk of damage, sharing issues, and loss, children are not permitted to bring in toys from home, unless specifically requested by the classroom teacher for use as part of the curriculum. Parents are responsible for enforcing this policy with their child. Parents are encouraged to consult the classroom teacher should they find their child is having difficulty with this policy.

If the parents fail repeatedly to enforce this policy with their children, the staff will call the parents and require that they come to the school and remove the toy.

All toys brought in for use as part of the curriculum will be inspected by Kids Club After School Program staff for safety and appropriateness, and may be prohibited at the sole discretion of Kids Club After School Program.

KIDS CLUB AFTER SCHOOL PROGRAM

DRESS CODE

NO.: 18

18.1 CHILDREN

Clothing:

Children are engaged in various activities during the course of the day; some of these activities can be messy, and/or athletic in nature. Additionally, children are engaged in outdoor play daily, weather permitting. Due to these activities, children are required to be dressed in seasonably appropriate, comfortable, clothing.

Parents are highly discouraged from dressing children in overalls, or clothing with difficult closures. These types of clothing present particular challenges for children in relation to toileting.

Coats, hats must be provided in the winter months.

Children are not permitted to wear open toed, and/or open backed shoes. The most appropriate type of shoes for participation in school activities are rubber-soled, sneakers/tennis shoes.

All clothing items must be clearly labeled with the child's first and last name. Kids Club After School Program is not responsible for lost or damaged items of clothing.

18.2 PARENTS

Clothing:

Parents are required to be dressed in appropriate clothing while at Kids Club After School Program or involved in any Kids Club After School Program sponsored events. Inappropriate clothing would include, revealing, extremely short, ripped/torn (in inappropriate places), and/or see through articles of clothing. Anything with suggestive or vulgar language is prohibited.

KIDS CLUB AFTER SCHOOL PROGRAM

FIELD TRIPS

NO.: 19

Kids Club After School Program frequently supplements the in class curriculum with off premise field trips. Parents are required to give written permission for their child to attend the field trips (located on the enrollment form). Parents cannot pick up or drop off on a fieldtrip, if the child is not in attendance at the time that Kids Club After School Program leaves the building the child will not be offered childcare for the day. It will be the parent's responsibility to find alternate care for the child for the day.

If parents wish to attend the trip with their child, they should discuss attending with the classroom teacher.

Kids Club After School Program provides all required supervision for all field trips, but always invites and welcomes parents to attend.

Parents will not be permitted to transport any child, other than their own, on a Kids Club After School Program sponsored trip.

If your child is not scheduled to attend on the day of a field trip and you wish for your child to participate in the trip, please discuss this with your child's teacher at least three days prior to the date of the trip. Your child will be permitted to attend if required ratios can be maintained with his/her addition to the class.

KIDS CLUB AFTER SCHOOL PROGRAM

PARENT PARTICIPATION/VOLUNTEERS

NO.: 20

Parents are invited and encouraged to be involved in their child's school activities. There are many different ways in which parents can participate and volunteer at the childcare center. Parents may volunteer to attend trips, read in the classroom, assist teachers, and/or coordinate special events.

Any parent who volunteers in the classroom on a regular basis will be required to pay for and secure all criminal background checks, as required by our licensing regulations. Any person, including parents, with felony convictions, sex offender convictions and/or open investigations into any criminal activities will not be permitted to volunteer in the classroom, or on field trips.

Parents with court orders detailing custodial arrangements will only be permitted to volunteer on days in which they are afforded custody (joint/shared custody arrangement) as per the court order. For example, if a parent is afforded custody on Tuesdays and Wednesdays, that parent will only be able to volunteer on those days. Parents with visitation only (sole/exclusive custody arrangements), will only be permitted to volunteer with the express written permission of the custodial parent.

Kids Club After School Program reserves the right to make Volunteer assignments. Kids Club After School Program does not guarantee the volunteering parents will be assigned to locations where their child(ren) is present.

KIDS CLUB AFTER SCHOOL PROGRAM

HEALTH AND SAFETY

NO.: 21

21.1 PRE-ENROLLMENT REQUIREMENTS

Each child is required to complete a enrollment packet of information. This packet is to be returned to the center's office **prior** to the child's first day of attendance. All children are required to have a complete up to date immunization record on file at Kids Club After School Program. This is per our licensing regulations. If you have chosen not to have your child immunized, please ask the Director for an immunization waiver form. Immunizations may be waived for certain reasons. Please discuss this with the Director to determine whether you have the right to be enrolled and not have your child immunized. Parents are required to have a wavier on file in place of an immunization record, so that the center can maintain compliance with licensing regulations.

21.2 CHILDREN WITH SEVERE ALLERGIES

For the safety of your child, parents are required to provide a signed copy of the "Authorization For Emergency Care for Children with Severe Allergies" form, detailing any allergies, food or otherwise, from which their child suffers, at the time of enrollment or when the allergy is discovered. This form must be completely filled out by the child's physician and parent(s) or legal guardian(s), and must be updated every annually, or more frequently, as needed. In addition to this form, parents must provide a copy of any additional physician's orders and procedural guidelines relating to the prevention and treatment of the child's allergy. This form can be obtained by request from the Assistant Director or Director.

Parents must also execute a "Release and Waiver of Liability for Administering Emergency Treatment to Children with Severe Allergies" form. This form releases Kids Club After School Program from liability for administering treatment to children with severe allergies and taking other necessary actions set forth in the "Authorization for Emergency Care for Children with Severe Allergies" form, provided Kids Club After School Program exercises reasonable care in taking such actions.

Any medication required to treat an allergic reaction must be provided in accordance with the Medication Policy detailed herein.

21.3 COMMUNICABLE DISEASES

Kids Club After School Program follows all health/communicable disease policies as outlined in the King County Public Health Policy. A copy of this manual is on file with the Director and is available upon request for review. Parents are required to pick up an ill child within 45 minutes of notification by phone. If a parent is reached, but cannot pick their child up within 45 minutes, it becomes the parent's responsibility to arrange for alternate pick up with someone listed on the child's emergency contact form. The staff will not continue to call those listed on the emergency contact list once a parent is reached. If a parent cannot be reached, the staff will begin to call the people listed on the emergency contact form, until arrangements can be made for the child to be picked up.

Children will be excluded from participation in the program if they exhibit symptoms of any communicable disease. They will not be permitted to return to the program until they are no longer contagious. Guidelines for determining the contagious period for a specific illness are based on the recommendations by the American Academy of Pediatrics. Children must present a doctor's note stating they are no longer contagious and can return to the program. Kids Club After School Program reserves the right to refuse to allow a child to return if the director or designee believes the child to be too ill to participate in the program.

Children excluded from the program due to a fever may not return to the program until they are fever free, without fever reducing medication, for 24 hours. If your child is sent home due to a fever, he/she is not permitted to return to the program the following day at a minimum. A fever is defined as a temperature reading on a thermometer of at least 99.0 degrees Fahrenheit or more as taken under the arm.

Children are required to be excluded from the program for loose bowels or diarrhea which occur 3 or more times in a 24 hours period of time. Children may return to the program when normal bowel movements resume.

If your child will be absent due to illness, we request that you notify the center Director or Assistant Director. This enables our faculty to keep track of any illnesses, which may occur at our school. This information will only be shared with faculty on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with the center Director, so that the parents of the children in the school may be notified that a communicable

disease is present. Once again, only the communicable disease information will be shared. Kids Club After School Program will take all measures necessary to protect your child's confidentiality. You are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child's absence from school.

21.4 BITING

Children older than 3 years of age may occasionally be involved in a biting incident. For children in this age group who bite, the staff will use the discipline procedures outlined in the discipline section of this handbook, as well as observe the child to determine what provokes or elicits this inappropriate behavior. Parents are expected to cooperate with staff to help their child control this behavior. Uncooperative parents will have their child's service terminated. Furthermore, children in the older age groups who bite 3 times in a school year will have their services terminated, as the safety of all the children in the program is of the utmost concern of Kids Club After School Program.

Parents will be notified by incident/accident report that a biting incident occurred during the course of the day. The staff may not discuss with either parent the identity of the other child involved in the incident. This information is considered to be confidential and cannot be disclosed. The staff of Kids Club After School Program cannot discuss the medical history of any child involved in a biting incident with the other party. It is recommended that any child involved in a biting incident be seen by their family physician if the parents are concerned about communicable diseases possibly resulting from the biting incident.

21.5 DISPENSING MEDICATION

Kids Club After School Program will only dispense over-the-counter and/or prescription medication that is in original, labeled containers, and is accompanied by a doctor's note with explicit dosage and administration instructions. Kids Club After School Program will only give medication to the child for whom the doctor's note is written and for whom the medication container is labeled. One doctor's note per course of treatment is required. If a child, for example, is to be given a course of antibiotics for 10 days, the doctor's note must identify the dates that the medication is to be given.

Parents are required to complete a Medication Form each day that medication is to be dispensed. Medication Forms can be found in the office. Medication Forms, doctor's notes and medication are to be turned into the Director.

Kids Club After School Program will dispense over-the-counter, fever reducing/pain medication (ex. Children's Tylenol, Children's Motrin) on an as needed basis, with a doctor's note detailing the recommended reasons for administration and appropriate dosage. Parents are required to supply an unopened bottle of the fever reducing/pain medication clearly labeled with their child's name. Staff will also inform the parent or emergency contact person if it is necessary for the child to be picked up due to illness. Refer to the policy listed above regarding picking up ill children.

Parents are responsible for ensuring that all prescription medication is properly labeled by a pharmacist and replaced prior to the expiration date.

21.6 FIRE/EMERGENCY DRILLS

Kids Club After School Program conducts monthly fire and emergency/evacuation drills. Parents, staff and children will not be made aware of drill dates or times, as this is the most effective way to assess the effectiveness of fire and emergency/evacuation plans.

During a fire/emergency drill or real fire/emergency situation, parents may not sign children into or out of the program. Parents must wait until the drill is complete and children have returned to the building to sign their child into the program. Parents may feel free to wait with the child's class in the designated safe-zone outside of the building until the drill is complete.

In the event of a real fire/emergency situation, the Director or designee will inform each classroom teacher that the school will be closing. At this time any parents waiting to sign their child in will have to leave the premises with their child. All other parents or emergency contact persons will be notified by telephone of the situation. As with the sick child pick up policy, children must be picked up within 45 minutes of the telephone call.

Parents wishing to sign their child out of the program during a fire/emergency drill or real fire/emergency situation are expected to have patience with the staff as they are trying to maintain order during an often hectic and dangerous situation. If the center is in the midst of a fire/emergency drill, parents will be required to wait until the drill is completed and the staff and children are

returned to the building to sign their child out of the program. If the center is having a real fire/emergency situation, parents will be asked to wait until the Director or designee has accounted for all staff and children and gives the staff permission to release children. Once again, it is important for parents and staff to work together, remain calm, and cooperate with the fire/emergency personnel and center administration during these important and critical situations.

21.7 ALTERNATE SAFE LOCATION

Should the administration of Kids Club After School Program or any emergency services personnel determine the building which houses the child care agency to be too dangerous to be occupied, the staff and children will be taken to the playground. If the Stevens Elementary playground is compromised, Kids Club After School staff will take the children to Meany Middle School or Volunteer Park. Once the children are assembled at one of these locations, the staff will begin contacting parents or emergency contact persons for pick up. As stated before, children must be picked up within 45 minutes of the telephone call.

21.8 INCIDENT/ACCIDENT REPORTS

Should your child be involved in an incident/accident during the course of the school day, a staff member will complete an Incident/Accident Report. The Incident/Accident Report will be placed in a sealed envelope and put on the sign-out table for pick up.

Parents or persons designated to act “in loco parentis” are required to sign any incident/accident reports from the day at pick-up. The classroom teacher will be able to briefly discuss the matter with you at pick-up. However, should you feel it necessary to have an in depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom.

Should a person other than the parent or one designated to act “in loco parentis” pick-up the child, a parent or person designated to act “in loco parentis” must sign the Incident/Accident Report and return a copy to the center Director within 24 hours. Failure to sign and return an Incident/Accident in this time period will result in your child’s exclusion from the program until such time as the Report is returned signed.

21.9 FOODS

All food items must be labeled with your child's name. Kids Club After School Program does not permit children to share or exchange food items.

For the safety of your child, parents are required to provide notification, in the form of a doctor's note, of any allergies (food or otherwise), with instruction for treatment should a child have an allergic reaction. Please refer to the Health and Safety Policies contained herein for further information.

Parents are required to provide written notification of any food/dietary restrictions. (i.e. lactose intolerance, vegetarian diets, wheat free/gluten free diets)

Kids Club After School Program never uses food as a punishment. Children will never be denied participation in snack time for behavior reasons.

Kids Club After School Program offers children a morning snack at approximately 6:30-8:00a.m., and an afternoon snack at approximately 2:35p.m.

All meals are family style, with the children sitting at tables, to promote good manners, eating habits, and socialization skills.

Kids Club After School Program curriculum focuses on developing healthy, well-balanced eating habits. Therefore, parents are required to provide a full, healthy lunch for their children each day they are in attendance on non school days. Lunches should include a sandwich (or main entrée item), snack(s) and a drink. Snack food items should be healthy, such as fruit, vegetables and the like. Parents should limit junk foods to a minimum in their child's lunch. All uneaten food will be placed back in the child's lunch so parents can see what items and how much their child consumed during the day. Parents should provide enough food so that their child is satisfied, but not so much that food is wasted.

Kids Club After School Program does not allow full size candy bars, sodas, or full size candy treats such as Skittles, Starbursts or gum, in a child's lunch. If you wish for these foods to be a part of your child's diet, please give them to your child at home. One miniature-sized candy is permitted in a child's lunch as a treat. However, Kids Club After School Program staff will prohibit a child

from consuming these treats if the child is having a particularly over active, excitable day.

Lunches will not be heated for children.

Kids Club After School Program will provide a healthy morning and afternoon snack for all children, including water. A list of the daily snacks available to the children will be posted in the classroom on a monthly basis.

21.10 FIREARMS AND WEAPONS

At no time is any person permitted to carry any type of Firearm, Ammunitions and/or Weapon on agency property for any reason. Violation of this policy will result in immediate dismissal from the program.

KIDS CLUB AFTER SCHOOL PROGRAM

STAFF EMPLOYMENT BY CLIENT'S POLICY (updated 8/2017)

NO.: 22

Subject to the limitations set forth in this policy, a staff member of Kids Club After School Program (the "Agency") may be independently employed by current and former clients of the Agency. For purposes of this policy, being independently employed shall mean engaging in any activity on behalf of a current or former client of the Agency outside the scope of the staff member's employment with the Agency and shall include all such activities, regardless of whether the staff member engages in such activity for compensation.

The Agency shall have no liability for damages of any nature suffered by a staff member, client, or any third person in connection with a staff member's independent employment. Every staff member engaging in independent employment agrees to hold the Agency harmless for all such damages as may arise. **Furthermore, prior to a staff member participating in independent employment, the client and staff member must agree to hold the Agency harmless for all damages arising in connection with the independent employment and must sign and provide the Agency with the signed original of a hold harmless agreement in a form approved by the Agency (FORM D in the Appendix).**

A staff member shall not perform independent employment activities during the staff member's work hours for the Agency. Staff members are required to uphold the Agency's confidentiality policies at all times, including while engaged in independent employment. A staff member engaging in independent employment shall not state or imply that such independent employment is part of the staff member's employment duties with the Agency.

Examples of independent employment include, but are not limited to: babysitting, house sitting, mother's helper, nanny services, and carpooling.

KIDS CLUB AFTER SCHOOL PROGRAM

AGENCY CONTACT INFORMATION

NO.: 23

Kids Club After School Program
1242 18th Avenue East
Seattle, WA 98112
Phone Number 206-523-6351

Email

Executive Director - director@kidsclubafterschool.org

Assistant Director – assistantdirector@kidsclubafterschool.org

FORMS

Signature Page(s) (One for each Custodial Parent and/or Legal Guardian)	A
Authorization for Emergency Care of Children with Severe Allergies	B
Release and Waiver of Liability for Administering Emergency Care to Children with Severe Allergies	C
Hold Harmless Agreement	D

FORM A

I/We, _____, the parent(s)/legal guardian(s) of _____, acknowledge that I/We have received a copy of Kids Club After School Program's Parent Handbook and have been given the opportunity to ask questions about and understand the policies contained therein. Furthermore, I/We agree to abide by the policies set forth in the manual.

I/We understand that the policies described in the Parent Handbook are not conditions of enrollment, and the language does not create a contract between Kids Club After School Program and the parents. Kids Club After School Program reserves the right to alter, amend, or otherwise modify these guidelines, in its sole discretion, without prior notice.

Signature: _____

Date: _____

Print Name: _____

Signature: _____

Date: _____

Print Name: _____

**AUTHORIZATION FOR EMERGENCY CARE OF
CHILDREN WITH SEVERE ALLERGIES**

Date:

Dear Health Care Provider,

Your patient, _____ is enrolled in Kids Club After School Program and we have been requested to provide certain emergency care for the prevention of anaphylaxis in the event the child comes into contact with a certain allergen(s), as described below. Please complete Part I of this instruction record. This record will remain in the child's file at Kids Club After School Program so we may assist with the allergy care and needs of the child. If you need to provide further instructions or clarifications, please do so on a separate sheet of paper, which will become a part of this record and will be kept with this form in the child's file at Kids Club After School Program.

PART I (to be completed by a Licensed Health Care Provider)

Child's Name: _____ Child's Birth Date: _____

Known Allergens: (Please provide a complete list of all events and/or substances that may trigger a severe allergic reaction (i.e. Anaphylactic shock) in the child.)

_____ Bee Sting

_____ Other Insect Bite(s): (identify): _____

_____ Animal(s): (identify): _____

_____ Food Allergy: (identify all foods or groups of foods that must be avoided): _____

_____ Other: (identify): _____

SYMPTOMS: (Please provide a complete list of all symptoms that indicate the child has come into contact with an allergen and requires emergency treatment.)

_____ Shortness of Breath

_____ Swelling of the Face or Lips

_____ Hives

_____ Vomiting

_____ Diarrhea

_____ Other: (explain): _____

PROCEDURES: (Please indicate all steps necessary and the order in which they should be taken.)

_____ Administer the following Medication: (provide name, dosage, and method of administration): _____

_____ Administer EPI-PEN: (provide instructions for administration)

_____ Call Emergency Medical Services (911)

_____ Call the child's parent or guardian

_____ Other (explain): _____

_____ DO NOT administer medication in the absence of KNOWN exposure to allergen

RECREATIONAL ACTIVITIES:

- 1. The child may participate in recreational activities. [] yes [] no
- 2. Recreational Activity Restrictions: [] none [] some restrictions
(explain recreational activity restrictions): _____

HEALTH CARE PROVIDER INFORMATION:

Office: _____
Name: _____
Address: _____
Phone #: _____ Fax #: _____
Signature: _____ Date: _____

PART II: (to be completed by the child's Parent(s) and/or Legal Guardian)

By signing this form, I/We authorize Kids Club After School Program to follow the instructions contained in this Authorization For Emergency Care of Children with Severe Allergies Form. I/We agree to update this form every six (6) months, or sooner if my/our child's needs change.

PARENT(S)/LEGAL GUARDIAN(S):

Name: _____ Relationship: _____
Address: _____
Phone #: _____ Cell Phone #: _____
Emergency Contact #: _____
Signature: _____ Date: _____

Name: _____ Relationship: _____

Address: _____

Phone #: _____ Cell Phone #: _____

Emergency Contact #: _____

Signature: _____ Date: _____

This completed Authorization for Emergency Care for Children with Severe Allergies Form was received by Kids Club After School Program on (date)____

This Form must be updated by (date) _____.

Received By: (Print Name) _____

Signature: _____

Title: _____

**RELEASE AND WAIVER OF LIABILITY FOR ADMINISTERING
EMERGENCY CARE TO CHILDREN WITH SEVERE ALLERGIES**

This is a RELEASE AND WAIVER OF LIABILITY FOR ADMINISTERING EMERGENCY TREATMENT TO CHILDREN WITH SEVERE ALLERGIES (hereinafter, referred to as the "Release")

Made this _____ day of _____, 200__, by and between Kids Club After School Program and _____

(Parent(s)/Legal Guardians) who are the Parent(s) and/or Legal Guardian(s) of _____ (child's name).

WHEREAS, Kids Club After School Program provides child care services and the Parent(s)/Legal Guardian(s) have engaged Kids Club After School Program to provide child care services for _____ (child's name);

WHEREAS, Kids Club After School Program has been requested by the Parent(s)/Legal Guardian(s) to administer emergency treatment (including the administration of epinephrine) to the child during certain emergency situations when the child has come in contact with an allergen and is in danger of anaphylaxis, as prescribed in writing on the child's "Authorization for Emergency Care of Children with Severe Allergies Form" all in accordance with and subject to Kids Club After School Program's policy for administering emergency treatment to children with severe allergies.

NOW THEREFORE, in consideration of the agreements and covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto hereby agree as follows:

1. Parent(s)/Legal Guardian(s) hereby release and forever discharge Kids Club After School Program and its employees or agents from any liability arising in law or equity as a result of Kids Club After School Program's employees or agents administering epinephrine and providing other emergency care in conformance with the child's "Authorization for Emergency Care of Children with Severe Allergies Form" (hereinafter referred to as the "Authorization"), provided that Kids Club After School Program has used reasonable care in

administering epinephrine and in providing other authorized care in accordance with the Authorization.

2. This Release shall be governed by the laws of the State of Washington which is the location of the Kids Club After School Program facility in which the child is enrolled, excluding its choice of law Provisions.
3. This Release supersedes and replaces all prior negotiations and all agreements proposed or otherwise, whether written or oral, concerning all subject matters covered herein. This instrument, along with the Authorization (including any additional health care provider's instructions or clarifications) that is hereby incorporated by reference constitutes the entire agreement among the parties with respect to the subject matters discussed herein.
4. The reference in this Release to the term Kids Club After School Program shall include Kids Club After School Program its affiliates, successors, directors, officers, employees, and representatives. The terms Parent(s)/Legal Guardian(s) shall include the dependents, heirs, executors, administrators, assigns, and successors or each.
5. If one or more of the provisions of this Release shall for any reason be held invalid, illegal or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect or impair any other provision of the Release. This Release shall be construed as if such invalid, illegal, or unenforceable provisions had not been contained herein.

Kids Club After School Program:

Center Address: _____

Name: (print) _____

Signature: _____

Title: _____

Date: _____

PARENT(S)/LEGAL GUARDIAN(S):

Name: (print) _____

Signature: _____

Relationship: _____

Date: _____

Name: (print) _____

Signature: _____

Relationship: _____

Date: _____

FORM D

Hold Harmless Agreement

Parent/Client's Name: _____ (“**Client**”)

Kids Club Employee's Name: _____ (“**Employee**”)

Effective Date: _____ (“**Effective Date**”)

This hold harmless agreement (“**Agreement**”) is made and entered into by and between Kids Club After School Program located at 1242 18th Ave E, Seattle, WA 98112 (“**Kids Club**”), Client, and Employee (collectively the “**Parties**”) and shall be effective as of the above-stated Effective Date.

In consideration of Kids Club's grant of permission for Employee to engage in independent employment activities for Client pursuant to Kids Club's employment policies and for other good and valuable consideration, the adequacy of which each party hereby acknowledges, the Parties agree as follows:

Hold Harmless

To the extent authorized by law, Employee and Client shall defend, indemnify, and hold harmless Kids Club, its employees, officers, directors, affiliates, and agents from and against any and all claims, losses, expenses, damages, and costs, including reasonable attorneys' fees, resulting directly or indirectly from or arising out of all activities in which Employee engages on behalf of Client outside the scope of Employee's employment with Kids Club.

Survival

The requirement herein that Employee and Client defend, indemnify, and hold harmless Kids Club will survive any termination of this Agreement and any termination of any agreement for independent employment between Client and Employee.

Integration

This Agreement constitutes the entire agreement between the Parties relating to the obligation of Client and Employee to defend, indemnify, and hold harmless Kids Club in

connection with independent employment of Employee by Client; this Agreement supersedes any and all prior communications and/or agreements between the Parties relating to such subject matter.

Choice of Law & Venue

This Agreement shall be interpreted, construed, and enforced in all respects in accordance with the laws of the State of Washington without reference to its choice of law rules. Any action to interpret or enforce this Agreement or otherwise arising under this Agreement shall be brought only in the courts of the State of Washington, with venue in King County.

Waiver

The failure of any party to insist upon or enforce strict performance by any other party of any of the provisions of this Agreement, or to exercise any rights or remedies under this Agreement, will not be construed as a waiver or relinquishment of any right under this Agreement, so long as compliance is still possible and reasonable

Severability

If any provision of this Agreement is held to be invalid or unenforceable by any law or regulation or final determination of a competent court or tribunal, that provision will be deemed severable and will not affect the validity and enforceability of the remaining provisions.

The undersigned hereby agree to be bound by the terms set forth herein.

Kids Club After School Program

By: _____

Its: _____

Client

Employee