

BCS KIDS' CLUB 2011-2012 POLICIES AND PROCEDURES

Please read carefully and keep for reference.
This booklet will answer many of your questions.

PURPOSE AND PHILOSOPHY

BCS Kids' Club is designed to provide high quality after school care in a family atmosphere to BCS students in grades three through eight. The social, physical, and intellectual needs of the students are addressed by providing such activities as arts and crafts, indoor and outdoor games, group activities, quiet time for homework and reading, and computer access for homework. Students' emotional well-being is promoted by the family style atmosphere of the room. We encourage students to help one another and to treat others as they would like to be treated.

KIDS' CLUB SCHEDULE

BCS Kids' Club will be open from 4:05 to 6:00 PM, Monday through Friday. Kids' Club begins on the first day of school in the fall and meets every day that school is in session. If the building is closed for an emergency, such as inclement weather, Kids' Club must close, too. We also run BCS Kids' Club on half days of school from dismissal until 6:00 p.m. if a minimum enrollment is met.

HEALTH AND SAFETY

BCS Kids' Club is a licensed program. The State of Michigan Office of Children and Adult Licensing requires that each student have on file with Kids' Club current student health information and an up-to-date child information card. Students in Kids' Club participate in fire and tornado drills, and emergency procedures are in place in case of a fire, tornado, serious injury or other crisis.

KIDS' CLUB STAFF

The Kids' Club director is required to be certified in CPR and first aid. The director is also required to attend an approved training in universal precautions and blood-borne pathogens. The director must have 12 professional development hours each year. Kids' Club volunteers under the age of 18 will never be left alone with the students.

HOW TO REGISTER

Registration for BCS Kids' Club is online and centralized. You may register for BCS Kids' Club by logging on to www.bconline.info, then under the "Welcome to BCS" tab, click "Kids' Club". On this page, you will find information on registration instructions and rates.

BILLING INVOICES/STATEMENTS

All services must be paid for in advance of attendance. Payment options will be part of the online BCS Kids' Club registration process. (See above - How to Register)

PROGRAM FEES

Early Purchase Option: Advance purchase sessions on or before the 25th of the preceding month. \$8.25 per afternoon, \$6.25 for additional children, maximum family rate per afternoon of \$14.50.

Regular Purchase Option: Advance purchase sessions after the 25th of the preceding month and at least ONE day in advance.

\$9.00 per afternoon, \$6.75 for additional children, maximum family rate per afternoon of \$15.75.

Drop-In Cards: Drop-in sessions do not require session dates to be selected in advance. They may be purchased in increments of 2-10 sessions. The drop in cards are \$10 per session.

Children who attend Kids' Club who are not pre-scheduled and who do not have a Drop-In Card are charged \$15.00 per child per afternoon.

REGISTRATION FEE

A non-refundable annual registration fee of \$50 is required when a family registers for BCS Kids' Club. Pay registration fees as part of your Kids' club registration on www.bcsonline.info.

SIGNING IN AND OUT

In the interest of safety, parents are **always** required to come to the Kids' Club room to pick up their students and to sign them out electronically. In order to complete the electronic sign-out process, you will need to use the DayCareWorks password which you created when you registered your child for Kids' Club

A student will only be released to a parent or person whose name appears on the Child Information Card.

LATE FEES

Please be on time to pick up your child!! After Kids' Club 6:00 p.m. closing time, you will be required to pay a late fee. From 6:01 to 6:15 p.m., there is a \$15 late charge. From 6:16 p.m. to the time of pick up, there is an additional \$1.00 per minute charge. **This policy will be strictly enforced.** The late charge is immediately added to your bill on DayCareWorks. Chronic tardiness when picking up your child(ren) will lead to dismissal from the program. Dismissal from Kids' Club is at the discretion of the program director, the community school organizer and the principal, after consultation with the parents.

KIDS' CLUB ROOM

Kids' Club is located in Room 202, which is a large, cheerful classroom in the 200 hall. In addition to games, activities, and homework help when needed, students also have access to computers and will spend afternoon time in the gym (when available) and on the playground.

ATTENDANCE PRIORITIES

Everyone who attends Kids' Club must be preregistered on DayCareWorks. Students who attend Kids' Club on a regular basis have priority; however, because of the small size of the BCS program, it is realistic to expect there will be space available for your child. Drop-in care for an unregistered child is not an option.

BEHAVIOR POLICY

The goal of BCS Kids' Club is to provide a safe and enjoyable atmosphere for each child. Any student whose behavior threatens the safety or well being of others will be removed from the situation so that he/she may reflect on this behavior and, with staff guidance, choose alternative behaviors for use in the future. When safety is not an issue, students are encouraged to work together to find solutions to their problems.

Continuously disruptive behavior could result in a child's dismissal from the program. Dismissal from Kids' Club is at the discretion of the program director, the community school organizer and the principal, after consultation with the parents.

If a behavior issue arises at Kids' Club which concerns you as a parent, please bring your concern to a Director's attention or to the CSO's attention **immediately** so we can address it before it becomes a larger issue.

PARENT VISITS

Parents are welcome to visit BCS Kids' Club unannounced at any time.

OTHER IN - SCHOOL APPOINTMENTS/ACTIVITIES

As parents, it is your responsibility to communicate to your student before he/she leaves home in the morning your wishes regarding his/her attendance at school appointments with teachers or other activities at school during Kids' Club hours. If a student arrives at Kids' Club, we will sign that student in with us and assume that we are complying with the parents' wishes. In addition, written permission is required from a parent if a student is planning to leave Kids' Club on his/her own for a BCS appointment/activity.

NUTRITION

Snacks are provided by the program and kept in a storage cupboard or a refrigerator reserved for food only. One serving of a snack and beverage is served every afternoon in Kids' Club. As a general precaution, no snacks with nuts are served. Please be sure to let us know verbally, in addition to the written information you provide at registration, if your child is allergic to any foods.

If you would like to pack an extra snack for your hungry student or contribute a treat for everyone to celebrate a special event, please feel free to do so. **Remember, no snacks with nuts.**

ILLNESS

Students who come into the Kids' Club room feeling ill are encouraged to rest in a quiet area. They are checked frequently and parents are called if the staff feels it is necessary.

COMPUTER USE AND VIDEO POLICY

Students are reminded that BCS rules also apply in Kids' Club. Students may use the computer for academic work or to visit pre-approved game sites. All DVDs/videos shown in Kids' Club will be rated G, in keeping with BCS policy. We invite you to lend to Kids' Club any favorite G rated DVDs/videos from home whenever you wish. Donations of G rated DVDs/videos are welcome.

PLAYGROUND

Outdoor play is an important part of our program. Playground rules will be determined by the Kids' Club Director following safety guidelines and may not be the same as classroom recess rules. Items such as skateboards or other equipment which may easily cause accidents may not be used in Kids' Club.

TELEPHONE

Because classes meet in the Kids' Club room during the day, parents may use the direct line to Kids' Club (248-203-4452) ONLY DURING KIDS' CLUB HOURS. However, to leave a voice mail message for the Kids' Club Director at any time, please call 248-203-4444, ext. 50444. The CSO may also be reached at 248-203-4448 during school hours.

HALF DAYS WHEN SCHOOL IS OUT

BCS Kids' Club is offered on scheduled half days of school (except those immediately preceding vacations) from the time of dismissal to 6:00 PM. Students must be registered in advance. No drop-in cards will be accepted. If your child attends Kids' Club on a half day without being preregistered, you will be charged the half day rate plus the unscheduled fee of \$15. Everyone should bring a lunch, including a beverage, because cafeteria service is not available. Minimum enrollment must be met in order for the Kids' Club to be held.

WITHDRAWAL

If you are a regular user of BCS Kids' Club and plan to discontinue its use, please notify the CSO in the BCS Community Ed office of your intention to withdraw one week in advance.

It is the policy of the Birmingham School District that no person shall, on the basis of sex, race, color, creed, age, marital status, sexual orientation, national origin, weight, height, or handicap, be excluded from participation in, be denied the benefits of, or be subject to discrimination in employment or any of its programs or activities.