



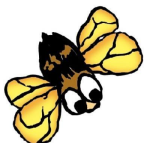
SOUTH MADISON COMMUNITY SCHOOL CORPORATION

# KIDS' CONNECTION CHILD CARE PROGRAM

Summer 2024

Wendi Thompson  
Director (765)-425-0211

School phone (765)-425-0645  
Bee's phone (765)-425-0274  
Butterflies phone (765)-425-0815



# **SOUTH MADISON COMMUNITY SCHOOL CORPORATION**

*Presents*

## **THE KIDS' CONNECTION CHILD CARE PROGRAM SUMMER 2024**

### **ELEMENTARY POLICIES**

#### **LOCATION OF SUMMER CHILD CARE PROGRAM**

**Pendleton Elementary School -Intermediate**

**301 South East Street**

**Pendleton IN 46064**

#### **INTRODUCTION**

Welcome to the Kids' Connection Summer Program. As a part of the South Madison Community School Corporation we offer summer child care for children enrolled in the South Madison Community School Corporation who will be starting kindergarten and through 12 years of age.

The purpose of the Kids' Connection program is to provide a safe and caring environment in which children can work and play with adult supervision. Children make new friends as they are guided to cooperate and share with others.

Our program offers a variety of activities including arts and crafts, recreational games, computer lab and cooking days. Field trips are planned weekly throughout the summer.

## ADMISSION

The Kids' Connection program is open to any child who meets the following qualifications:

- a. Must be currently enrolled in the South Madison Community School Corporation.
- b. Incoming kindergartners.
- c. May attend through the summer between 5<sup>th</sup> & 6<sup>th</sup> grades but can be no older than 12 years of age.

## SNACKS AND LUNCH

**ALL CHILDREN MUST BRING A SACK LUNCH (INCLUDING DRINK) DAILY. WE CANNOT PROVIDE MEALS AT ANYTIME.**

A nutritious snack will be served both morning and afternoon during the summer. Children may bring a sack breakfast in with them in the mornings.

## HOURS & DAYS OF OPERATION

We are open from 6:30 a.m. until 6:00 p.m., Monday through Friday. The calendar for the summer session of Kids' Connection is as follows:

Monday May 27, 2024	Closed for Memorial Day.
Tuesday May 28, 2024	First day of summer program
Thursday July 4, 2024	Closed for July 4 <sup>th</sup> holiday.
Friday August 2, 2024	Last day of summer program.

## SUMMER RATES

### REGISTRATION FEE:

For those families not enrolled in the Kids' Connection before and after school program during the 2023-2024 school year, a \$25.00 per family NON-REFUNDABLE registration fee is due in addition to the activity fee.

### SUMMER ACTIVITY FEE:

\$130.00 **NON-REFUNDABLE** Summer Activity Fee is due at the time of registration.

### REGULAR RATES:

First child	\$150.00 weekly
Each additional sibling	\$135.00 weekly

### REDUCED RATES (must qualify for free/reduced lunches through schools):

First child	\$115.00 weekly
Each additional sibling	\$105.00 weekly

### PART TIME RATES

Minimum 3 day week	\$120.00 weekly
--------------------	-----------------

\*No break for additional children or reduced fees

4 day rate same as 5 days – see above.

## Fee Payment

Payment may be made weekly, biweekly or monthly as long as it is paid in ADVANCE.

**Payment is due by 6:00 p.m. each Wednesday for the following week.** If payment is not made by Friday, your child will not be allowed to return to Kids' Connection until payment is received.

**A \$10.00 service charge is due on all late payments.**

- a. Payment credit will not be given for absences. You must pay for the days **to which you have committed, which may not always be the days your child attends.**
- b. Checks/money orders should be written to SMCSC - Kids' Connection. No cash payments will be taken.
- c. Returned checks will not be sent through the bank a second time for payment. You must replace the NSF check with cash or money order. **A service charge of \$20.00 is due on all returned checks.** After two returned checks all payments for the remainder of the summer must be made by money order.

## RECEIPTS

Check with your site leader to receive a copy of your payments. **A copy of the payment sheet can be made for tax and reimbursement purposes.**

## ATTENDANCE

You must notify the Caregivers by 9:00 a.m. if your child is going to be absent. The number to call is (765) 425-0645.

## SICK POLICY

If your child becomes ill at Kids' Connection, we will isolate him/her and call you to pick up your child. He/she must be picked up within a reasonable time. Failure to do so may result in termination of services. The decision regarding whether or not an ill child may remain at the program is entirely up to the discretion of the site leader.

It is important that a child be free from all symptoms of illness for 24 hours before returning to our program. **DO NOT SEND A SICK CHILD TO KIDS' CONNECTION.** If you are not sure, call and discuss the situation.

## VACATIONS

In order to receive credit for one week of vacation allowance, parent/guardian must commit to a minimum of 5 weeks of full-time (5 days per week) child care in the Kids' Connection summer program. A commitment of 10 weeks full time child care (5 days per week) is required in order to receive a 2 week vacation allowance. Vacation must be taken in weekly increments. Any additional vacation time beyond these allowances must be taken with the understanding that normal fees will be charged in order to hold the child's place in our program. Part-time enrollments receive one week vacation time. Please notify our staff of your scheduled vacation time as soon as possible.

## DROP OFF AND PICK-UP

**Children must be brought into the school building by an adult.** Please do not bring children earlier than 6:30 a.m., our opening time.

**Children must be signed in and out on daily attendance sheets by a parent or guardian in order to be admitted to and released from the Kids' Connection program.**

Your child will only be released to you or to those people you have given Kids' Connection authorization to pick up your child. Identification will be required of everyone prior to release until faces become familiar to our caregivers.

## LATE PICK-UPS

All children are required to be picked up by 6:00 p.m., our closing time. **An overtime fee of \$10.00 per child for every 15 minutes late after 6:00 p.m. will be assessed for late pick-ups.** Time is determined by the school clock in the gym. **After 3 late pick-ups parents will be asked to make other child care arrangements.** Late fees will be charged as follows:

6:01 p.m. to 6:15 p.m. - \$10.00 per child

6:16 p.m. to 6:30 p.m. - \$20.00 per child

6:31 p.m. to 6:45 p.m. - \$30.00 per child

6:46 p.m. to 7:00 p.m. - \$40.00 per child

*If a child is not picked up by 7:00 p.m. and all attempts to contact parents/guardians and emergency numbers have been unsuccessful, the police will be notified to place the child in protective custody. This step will only be taken after staff has consulted with the Kids' Connection director.*

## DISPENSING MEDICATION

Prescription medication may be dispensed at Kids' Connection when in the original container with the child's name on the label and written instructions from the parent are received. Over the counter medicines may also be given when in the original container and accompanied with written instructions from the parent or guardian. No out-of-date prescriptions or medicines will be administered. We cannot supply aspirin, antacids, ointments, cold remedies or other over-the counter medications for children.

## OPEN DOOR POLICY

Kids' Connection has an open door policy. Please feel free to visit our program anytime.

## TOYS AND PERSONAL ITEMS FROM HOME

**Toys, games, personal items, etc. are not to be brought into Kids' Connection except on special occasions.** Parents will be notified in advance of those times. When items are brought to Kids' Connection they must be labeled with the child's first and last name. Kids' Connection will not be responsible for lost or broken items.

## WAITING LIST AND WITHDRAWALS

When all available positions for our program are filled, we will establish a waiting list. Parents will be contacted for placement in the order their inquiries are received.

**When withdrawing a child from the program a two week notice is required.** If a child is withdrawn without giving the required notification, the parent or guardian will be financially responsible to pay for an additional two weeks of child care fees. Refunds of any prepaid fees will only be given when the required notification is received.

## DISCIPLINE POLICY

The Kids' Connection program is an extension of the school day. As an extended program of The South Madison Community School Corporation we follow the district's emergency preparedness and response plan. Rules of the school building continue to apply to the children enrolled in our program, both before and after school. Rules established at school sites are designed to promote harmony among the children and help them develop positive attitudes. Minor discipline problems will be handled promptly by our staff with kindness and understanding but also with firmness. More serious offenses will be discussed with both child and parent in order to seek a solution. If the problem cannot be resolved, the child will be dismissed from the program. Kids' Connection services may be terminated for any child who is repeatedly disruptive of the program. Disruptive behavior is considered to be any verbal or physical behavior that requires constant attention from our caregivers. This includes but is not limited to the following:

- a. Any actions that cause physical harm to another child.
- b. Verbal or physical abuse directed toward a caregiver.
- c. Disregard of the behavior guidelines of the school site.

Illegal offenses as described later in this discipline policy are subject to automatic suspension or possible removal from the Kids' Connection program. In case of suspension, normal fees must be paid in order to secure the child's position in the program.



## **MINOR MISBEHAVIOR:**

- |                                   |                                       |
|-----------------------------------|---------------------------------------|
| 1. Disruptive of program          | 5. Throwing objects                   |
| 2. Profanity – includes “shut-up” | 6. Arguing with others                |
| 3. Restroom misbehavior           | 7. Name-calling or put-downs          |
| 4. Scuffling, hitting, kicking    | 8. Failure to follow staff directions |

## **DISCIPLINARY ACTION FOR MINOR MISBEHAVIOR:**

Step 1 – Verbal warning to child to correct behavior problem

Step 2 – Time-out (5 minutes)

Step 3 – Time-out (10 minutes); Incident report; Contact parent

Step 4 – Incident report; Conference with parent, child and site leader

Step 5 – Incident report; One day suspension

Step 6 – Incident report; Dismissal from program

## **MAJOR MISBEHAVIOR AND DISCIPLINARY ACTION:**

### 1. Fighting

- |                          |  |
|--------------------------|--|
| 1 <sup>st</sup> Offense: | Incident report; Conference with parent, child and site leader; One day suspension |
| 2 <sup>nd</sup> Offense: | Incident report; Three to five day suspension                                      |
| 3 <sup>rd</sup> Offense: | Incident report; Dismissal from program  |

### 2. Damage or destruction of school/Kids' Connection property

- |                          |  |
|--------------------------|--|
| 1 <sup>st</sup> Offense: | Incident report; Repair or replacement cost borne by parent; Conference with parent, child and site leader |
| 2 <sup>nd</sup> Offense: | Incident report; Repair or replacement cost borne by parent; One day suspension                            |
| 3 <sup>rd</sup> Offense: | Incident report; Repair or replacement cost borne by parent; Dismissal from program                        |

### 3. Directing profanity/disrespect toward Kids' Connection staff and other adults

- |                          |  |
|--------------------------|--|
| 1 <sup>st</sup> Offense: | Incident report; Conference with parent, child and site leader |
| 2 <sup>nd</sup> Offense: | Incident report; One day suspension                            |
| 3 <sup>rd</sup> Offense: | Incident report; Dismissal from program                        |

## **ILLEGAL OFFENSES AND DISCIPLINARY ACTION:**

### **1. Stealing**

- 1<sup>st</sup> Offense: Incident report; Return and replace item; Conference with parent, child and site leader
- 2<sup>nd</sup> Offense: Incident report; Return and replace item; One day suspension
- 3<sup>rd</sup> Offense: Incident report; Return and replace item; Dismissal from program

### **2. Weapons and dangerous objects**

A weapon is any object that can be or is intended to use to harm, intimidate or threaten another person. Kids' Connection has a "zero tolerance" policy on weapons of any kind at school. This includes guns, knives (pin and Swiss Army), plastic guns, plastic knives, or any object that could be used as a weapon including kitchen knives in lunch boxes. Any other objects that are used to intimidate or threaten other children such as scissors, forks, pens, razors, etc. are also considered illegal.

Children who talk about weapons or explosive devices and/or threaten to harm or kill students or staff can face severe disciplinary consequences, which could include dismissal from Kids' Connection and arrest.

All offenses will be reviewed by The South Madison Community School Corporation Administration, the school principal and the Kids' Connection director. Disciplinary action will include an automatic suspension of three days with the possibility of recommendation of dismissal from the Kids' Connection program.

### **3. Physical assault on staff member**

A conference will be held with the parents. Disciplinary action will include but is not limited to a suspension of one to five days from Kids' Connection with the possibility of recommendation of dismissal to be reviewed by the Kids' Connection director.

### **4. Possession or distribution of drugs, alcohol or tobacco**

A conference will be held with the parents. Disciplinary action will include but is not limited to a suspension of one to five days from Kids' Connection with the possibility of recommendation of dismissal to be reviewed by the Kids' Connection director and arrest.

**PARENTS, PLEASE NOTE:**

If a problem arises concerning your child or another student, please let your site leader know and he/she will work with you to resolve the situation. Keep in mind that children are present and that a loud voice and inappropriate or threatening language is not acceptable. Any abusive verbal or physical behavior may result in your child's removal from the program.