

# Character Kid's Club



Fox C-6 School District

Before & After School Program

## **CKC Family Handbook 2018-2019 School Year**

Character Kid's Club

Main Office

849 Jeffco Blvd.

Arnold, MO. 63010

(636) 282-6915

Main Office Hours:

7:30am-4:00pm



C-6 School District

*National District of Character*

## **Welcome to Character Kids Club (CKC)**

Welcome to the Character Kid's Club Program (CKC), the Fox C-6 School District's Before and After School Program for students attending Kindergarten-6<sup>th</sup> grade. Our Family Handbook is designed to familiarize you with the program's philosophies and procedures. Please review this handbook carefully, and if you have any questions about procedures, please feel free to ask our CKC staff. The procedures within this handbook are not to exclude or supersede Fox C-6 District policies. Character Kid's Club will update and amend its procedures as situations warrant.

### **MISSION STATEMENT**

The Fox C-6 School District's mission:

“To motivate and inspire success and to build a foundation for life-long learning through achievement, character and excellence.”

### **GOALS AND PHILOSOPHY OF THE CHARACTER KID'S CLUB**

- Provide a safe, fun, well-supervised, and enriching environment.
- Provide a character education based program, emphasizing respect for self, others, property, and personal responsibility.
- Provide a quality program that is complementary to the school experience.
- Provide an environment that is accepting of every child, and is encouraging and welcoming of diversity.
- Have confidence in every child's potential.
- Give guidance based on each individual child's needs.
- Provide an age-appropriate atmosphere and age-appropriate activities that stimulate and build skills in children socially, cognitively, emotionally, and physically.
- Establish and maintain an open line of communication between parents/guardians, children, and staff.
- Provide an environment that is inviting, comfortable, and attractive to the children, and is organized and manageable by the children.
- Build self-esteem by allowing them the freedom to choose and initiate activities, and by teaching them to use their words to solve conflict.

### **Character Kid's Club (CKC) Program Options**

- Before and after school programming: Rates are listed in this handbook and on registration form.
- 1/2 day programming (only on scheduled early release days): No additional charge if the weekly afternoon tuition has been paid. \$10.00 fee if only the weekly morning tuition has been paid and care is needed for this early out.

- Full day programming: Pre-registration required. **\$35.00 (non-refundable)** for full day care.

Registering with CKC gives families the option to participate in all of the above programs.

### **Registration**

The registration form for CKC programming is available on the Fox C-6 School District website at [http://www.fox.k12.mo.us/programs/character\\_kids\\_club](http://www.fox.k12.mo.us/programs/character_kids_club) , at each of the elementary school offices, the CKC locations (cafeteria) and at the CKC main office. If registering for our program during summer months, registration forms for the upcoming school year **must** be submitted to the CKC office. Once the school year begins, registration forms can be submitted to CKC staff at any of the elementary schools during our program hours. Program hours are from 6:15 a.m. until school begins, and school dismissal until 6:15 p.m., or you can scan a completed form to [worthc@foxc6.org](mailto:worthc@foxc6.org) or [bellevilles@foxc6.org](mailto:bellevilles@foxc6.org) , or you may drop off registrations at the CKC main office. Our hours are 7:30 am to 4:00 pm. **There is no fee to register for Character Kids Club.**

### **Snow/Inclement Weather Days**

When school is canceled due to inclement weather, CKC will **not** operate any programming. If an unscheduled early dismissal occurs due to inclement weather, CKC will **not** operate an afternoon program. Our CKC Department encourages our families to have alternate plans for childcare on severe weather days.

### **CKC Financial Assistance**

Our CKC program includes a three step process when applying for financial assistance.

1. You must apply for child care assistance with the Missouri Department of Social Services. If this assistance is denied, we must have a copy of the denial letter from the Department of Social Services. Call DSS at: (573) 556-3800 or visit their website for an application at: <http://dss.mo.gov/child-support/apply-for-child-support-services.htm>
2. You must apply for free or reduced lunch with the school district.
3. You must fill out a CKC Financial Assistance application.

Priority CKC assistance is given to those participants who qualify for free and reduced lunch. CKC assistance is given based on the evaluation of information provided on the CKC financial assistance application. For an application, please contact the CKC office at 636-282-6915. Financial assistance applications will not be considered until all three steps of the application process have been completed. Should financial assistance be awarded, your child's remaining weekly tuition must be kept current in order to keep your financial assistance.

### **Enrollment**

Please submit the following documentation to complete the enrollment process:

1. A completed registration form
2. A signed family handbook acknowledgement form (found at the end of this handbook)
3. Any pertinent legal documentation

Please notify your CKC staff or our main office of any changes in your enrollment information such as address, phone numbers, or authorized pick-ups. Current and accurate information is for the safety of your child. Legal

documents pertinent to your child’s enrollment must be kept on file at the CKC main office and with the CKC staff at your child’s school. Children’s enrollment files will be retained and will remain the property of CKC.

### **Support for Children with Special Needs**

Character Kid's Club programming supports the inclusion of children with special needs. The majority of children will be able to fully participate in our program without any major accommodations or support. It is expected that only the students with challenging or significant needs will require reasonable accommodations if available or possible. The level of support needed by a student is determined on an individual basis. Please advise us of any special needs that your child may have. We will then make a decision as to what reasonable accommodations the CKC department will provide. However, please note that our department does not have the same staff resources available that your child may receive during the normal school day. We will provide support to the best of our ability for children with special needs, however, because our program is not instructional by nature, if a child poses difficulties that cannot be met with the support our department has within its means, or if a child with support cannot function in the program as it is designed, we do reserve the right to terminate the child’s enrollment in our program.

### **Billing and Payment Information**

Character Kid’s Club requires that tuition be paid on Friday, or the last scheduled school day of the week **for the following week of care**. Failure to pay on time can result in the suspension of your child’s attendance until payment is received. Personal checks or money orders are acceptable forms of payment, and credit and debit card payments will be accepted. You can make credit/debit payments towards CKC tuition by accessing your Parent Portal. If paying by check or money order, please write your child’s name in the memo section. **We apologize for any inconvenience but payment with cash is not accepted.**

Character Kids Club weekly tuition will be as follows: You must select what your child will be registering for and **this will be your child’s weekly charge and expected schedule**:

| Weekly Fees:  | 1-3 day fees: | 4-5 day fees: |
|---------------|---------------|---------------|
| AM care only: | \$43.00       | \$57.00       |
| PM care only: | \$46.00       | \$60.00       |
| AM & PM care: | \$61.00       | \$75.00       |

Please note that CKC does not apply credits or refunds towards future tuition for missed or unused days within a given week.

Upon request, billing information will be released to a child’s parent/guardian unless legal documentation has indicated otherwise. Legal documentation has to be on file at the Character Kid's Club office. If you have more than one child enrolled in the Character Kid’s Club program, the additional child discount is:

- one child is full price
- two children is 10% off the total tuition
- three children or more, is 20% off the total tuition

To receive the additional child discount, siblings must be living in the same household, and all students must be attending Character Kid’s Club.

For tax purposes, in January our Character Kid’s Club office will issue account statements. If you require a more frequent statement, you can request it at any time by calling our CKC office secretary, Crystal Worth, at (636) 282-6915 ext. 2620.

A \$15.00 fee will be assessed for any returned checks. Should we receive more than one returned check toward your child's tuition, we will no longer be able to accept checks for the remainder of the school year. We will require that you make payment with money orders or credit card for the remainder of the school year.

### Program Operation

Our CKC program operates during the school year at all eleven elementary schools:

Antonia: 636-282-6953

Lone Dell: 636-282-6956

Fox: 636-296-6972

Meramec: 636-282-6927

Guffey: 636-282-6952

Rockport: 636-282-6928

Hamrick: 636-282-6922

Seckman: 636-282-6919

Hodge: 636-282-6920 ext. 2631

Sherwood: 636-282-6929

Simpson: 636-282-6932

**Any 6<sup>th</sup> grade student attending CKC will be transported by Fox C-6 transportation to and from their CKC location and their Middle School. Bus numbers, arrival times, and departure times will be available prior to the start of the school year. Please see the chart below.**

| CKC location<br>parent drop off<br>AM/<br>Elementary<br>hours | Bus to Middle<br>School location       | Middle<br>School/location<br>& school hours | Bus to their<br>CKC location           | CKC<br>location<br>parent<br>pick up<br>PM |
|---|--|---|--|--|
| <b>AES (8:40-3:40)</b>  | Yes                                    | AMS ( 8:00-3:00)                            | Yes                                    | <b>AES</b>                                 |
| <b>FES (8:40-3:40)</b>  | No bus/walk with CKC staff supervision | FMS ( 7:20-2:20)                            | No bus/walk with CKC staff supervision | <b>FES</b>                                 |
| <b>GGE (8:40-3:40)</b>  | Yes                                    | RMS ( 8:00-3:00)                            | Yes                                    | <b>GGE</b>                                 |
| <b>HAM (8:40-3:40)</b>  | Yes                                    | AMS ( 8:00-3:00)                            | Yes                                    | <b>HAM</b>                                 |
| <b>HDG (1) (8:40-3:40)</b>                                    | Yes                                    | AMS (8:00-3:00)                             | Yes                                    | <b>HDG</b>                                 |
| <b>HDG (2) (8:40-3:40)</b>                                    | Yes                                    | SMS (7:25-2:25)                             | Yes                                    | <b>HDG</b>                                 |
| <b>LDE (1) (8:40-3:40)</b>                                    | Yes                                    | SMS (7:25-2:25)                             | Yes                                    | <b>LDE</b>                                 |
| <b>LDE (2) (8:40-3:40)</b>                                    | Yes                                    | RMS ( 8:00-3:00)                            | Yes                                    | <b>LDE</b>                                 |

|                        |  |                  |  |            |
|------------------------|--|------------------|--|------------|
| <b>MHE (8:40-3:40)</b> | Yes                                    | RMS ( 8:00-3:00) | Yes                                    | <b>MHE</b> |
| <b>RKP (8:00-3:00)</b> | Yes                                    | FMS ( 7:20-2:20) | Yes                                    | <b>RKP</b> |
| <b>SES (8:00-3:00)</b> | No bus/walk with CKC staff supervision | SMS (7:25-2:25)  | No bus/walk with CKC staff supervision | <b>SES</b> |
| <b>SHW (8:00-3:00)</b> | Yes                                    | FMS ( 7:20-2:20) | Yes                                    | <b>SHW</b> |
| <b>SMP (8:00-3:00)</b> | Yes                                    | SMS (7:25-2:25)  | Yes                                    | <b>SMP</b> |

**Hours of operation:**

Our CKC sites operate from 6:15 a.m. until school begins, and from school dismissal until 6:15 p.m. Our CKC main office is open from 7:30am-4:00pm, and is located at 849 Jeffco Blvd. (Fox C-6 Service Center).

**Days of Operation:**

The before and after school program operates during the school year on school days at all eleven sites.

**Scheduled half days of school:**

CKC will provide a half day program (long afternoon care) at no additional cost to the weekly rate, **provided you have paid for PM care in your weekly tuition**. A fee of \$10.00 is charged if your weekly tuition is only for morning care and you need the half day afternoon. If half day care is needed, pre-registration for this service will be required to ensure the appropriate amount of staff is present. Should low enrollment be a factor, some locations may use a nearby CKC location instead. Students will be bussed by our district’s transportation department from their home school to the designated location for afternoon CKC care on these half days. Advanced notice will be given to parents with bus numbers and locations should an alternate CKC location be used.

**\*Note that a half day program ONLY operates on regularly scheduled half days. In the event your child’s school is dismissed early due to inclement weather, a water main break, power outage, etc. a CKC half day program or regularly scheduled afternoon program will NOT operate. Please make sure alternate arrangements have been made for your child should a scheduled afternoon CKC program be cancelled due to an unscheduled early release.**

**Scheduled Full Day Programming:**

On some weekdays when school is not in session, we will operate a full day program for an additional cost of **\$35.00** per child per day (family discounts apply). Please refer to our CKC calendar to see when CKC will conduct a full day program. We will only hold our full day program at Sherwood. A **minimum enrollment** of 20 pre-registered students is required in order to operate on a full day off school. Thus, **pre-registration and the full day non-refundable fee are required by the designated deadline, walk-ins, the day of service will not be allowed.**

If the minimum enrollment is not met, and CKC cancels the scheduled full day program, then your \$35.00 registration fee will be credited back to your account. We will operate from 6:15 am until 6:15 pm. Please send your child with a sack lunch. CKC will provide morning and afternoon snacks. Each of our full day programs are themed, and activities are scheduled throughout the day around the themed event. **The designated pre-registration deadline for each Full Day program will be followed with no exceptions.**

### **Closed:**

CKC is closed on the following days: Labor Day, Thanksgiving break (Nov. 22-24), Winter break, Dec. 24, 25, 31, Jan. 1, MLK Day, Jan. 21, President's Day, Feb. 18, Spring Break (April 18, 19, 22). **Any day cancelled due to inclement weather.**

### **Admit/Release Policies and Authorized Pick-ups**

- Children are required to be signed in and out of the Character Kid's Club program every day, by the parent or adult authorized pick-up with a full signature. Students utilizing CKC may not be dropped off outside the building before school.
- If your child participates in another activity before or after school, the parent/guardian must provide written approval and state the time of the arrival or departure from the program.
- In the event of a parent's divorce or separation, we are required to release the child to either parent unless legal documentation states otherwise. Parents/Guardians should submit to the Character Kid's Club any pertinent legal documentation to prevent an unauthorized pickup by the non-custodial parent. Documentation must be kept in the child's file. This will be kept confidential and will be strictly enforced by the Character Kid's Club. If a parent is not listed on the authorized pick-up list or authorized contact list in the student's database, the parent must demonstrate through legal documentation and state issued identification that he/she is the parent of that child.
- Written authorization for pick-up does not supersede the legal documentation; the legal documentation will be followed.
- The authorized pick-up must be of driving age and able to show a valid driver's license photo ID.
- Staff will ask for photo identification from anyone picking up a child in our program until they become familiar with that person.
- If the authorized pick-up or parent/guardian appears intoxicated or under the influence, the children will not be released from the Character Kid's Club Program. Staff will call the Character Kid's Club Director to assist in making other arrangements.
- Staff members are not allowed to sign your child in or out of the program.
- Students of the Character Kid's Club will under no circumstances be released to any adult whose name has not been provided in writing. A parent/guardian may add names in writing to the authorized pick up list at any time. A parent/guardian may send a note to the staff to authorize a person to pick up, but the note must have the parent/guardian's full signature.

### **Parents Sharing Joint Custody**

If you share custody of your child (ren), please read the following information, and discuss with your coordinator if any of the issues outlined below apply to your situation. Character Kid's Club (CKC) strives to be sensitive to the needs of families and children in these situations while still providing the highest quality of care and safety for your child.

- The parent who registers their child for our CKC program assumes the responsibility for payment. The signed enrollment form and payment agreement clearly states that payment liability is on the party who registers a child.
- If a custodial agreement states that payments are to be shared, then our CKC office must have a copy on file at our office. In the event of shared payments, the CKC office can set up two accounts, one for each parent, for a registered child so that each party becomes liable for their payments to CKC. When two accounts are set-up with our department, your child's portal will reflect a "mom" payment or a "dad" payment. Both parties must sign a payment agreement. The parents assume the responsibility of timely payments for each account. ***Both parties must have a CKC account so our department can follow the custodial agreement regarding shared payments.***
- **Please note that because your child's portal is visible to both parents, each will have access to the account information recorded on your child's portal.**
- Any emails sent via the Tyler system will automatically be sent to the household parent listed and the non-resident parent.
- The registered child will only be allowed to attend CKC on the "account" that remains current. In the event that one party falls behind, the child may not attend CKC on those weeks until the account is rectified.
- In the event that a custodial agreement is on file, each parent will be asked to provide authorized "pick-up" information on each of their registration forms for their child. Following the custodial agreement, a child on "mom's" days will only be released to authorize pick-ups on mom's list, and on "dad's" days, the child will only be released to authorized pick-ups on dad's list.

***\*Please note that our staff may only follow the above procedures if a custodial agreement is on file with the CKC office.***

### **Early Drop-Off and Late Pick-Up Policy**

The CKC program opens at 6:15 a.m. Children **cannot** be signed into the program until 6:15 a.m. The program closes at 6:15 p.m. It is your responsibility to make other arrangements if you cannot pick up your child by 6:15 p.m. If a child is not picked-up by 6:15 p.m., according to the Character Kid's Club clock, a late fee will be assessed at the rate of \$1.00 per minute per child starting at 6:20 p.m. At 6:20 p.m., if the site staff has not heard from the late parent/guardian, the site staff will start making phone calls to the child's parent/guardian, or other emergency contact numbers until the staff finds someone to pick up the child. If the program has not been contacted or an emergency contact has not been reached within **45 minutes** of the site closing time, the police and the Department of Social Services may be notified that the child has not been picked up so they can assist in finding the parents/guardians.

***\*Frequent late pick-up or early drop off may lead to the termination of your child's enrollment in our program.***

### **Medication Administration**

***\*Please note that a school nurse or medical personnel is NEVER on staff while a CKC program is in operation during the school year.***

Character Kid's Club requests that medication be administered either by a parent/guardian before or after a

child attends our program, or during school hours when a school nurse is available. Medication administration must be discussed with the Character Kid's Club Coordinator, and the school nurse, if it is not possible for your child to have medication given during school hours, before school, or after your child is home for the evening. Please contact the main office at (636)-282-6915 ext. 2640.

***\*Character Kid's Club and the Fox C-6 school district reserves the right to reject requests for administering medication.***

The parent/guardian of the student must assume responsibility for informing Character Kid's Club staff in writing of any change in the student's health or change in medication. Children are not to keep medications, such as cough drops, vitamins or Tylenol in book bags or lunch boxes.

All medication approved to be administered by CKC, is required to have a prescription label and be accompanied by a doctor's note. Additionally, a medication form must be filled out by a parent in order for CKC to administer medicine, and the medication must be given to the staff during the enrollment process.

***\*The parent/guardian is responsible for the transport of his/her child's medication from their "home" CKC location to a full day, or summer location. CKC staff will NOT assume responsibility for transporting a child's medication, inhalers, epi-pens, etc. from a home school to another program location.***

### **Illness and Injury**

If an illness or an emergency does occur, based on the emergency contact information provided by the parent/guardian, we will call the parents/guardians first. We will attempt contact for the parents/guardians by using all numbers provided. If we are unable to reach the parents/guardians, we will continue to try the emergency contact numbers on your list until an emergency contact has been reached. Please keep these emergency contacts up to date.

If a minor injury occurs, an injury notice will be given to the parent/guardian the day it occurs explaining the basic first aid that was administered. Any serious injury or head injury will be reported to the parents/guardians immediately so that the appropriate action may be taken. In a life-threatening emergency, 911 will be called and the child will be transported to the nearest medical facility. Parents/guardians will be notified immediately following all serious injuries and, in most cases, will make the decision regarding the need for medical intervention.

In accordance with the standing orders of the district designated licensed physician, parents/guardians will be notified for immediate pick up and their children will be sent home for the following conditions:

- Fever of 100° or more. Children **cannot** return to CKC until he/she has been fever free for 24 hours.
- Skin rashes of unknown origin or any rash accompanied by fever. Children cannot return to CKC until he/she has been symptom free for 24 hours.
- Vomiting. Children cannot return to CKC until he/she has been symptom free for 24 hours.
- Diarrhea. Children cannot return to CKC until he/she has been symptom free for 24 hours.

- Severe abdominal cramps.
- Laceration that may require stitches.
- Possible fractures.
- Loss of consciousness.
- Streptococcal sore throat. Children cannot return to CKC until he/she has had a minimum of 24 hour antibiotic at home treatment before returning to school.
- Pediculosis (head lice). Children cannot be return to CKC until a nurse has cleared a student to return to school.
- Conjunctivitis (pink eye).
- All serious injuries requiring a physician's evaluation.

If Character Kid's Club should have to contact you due to any of the fore mentioned symptoms, we ask that you pick up your child within **one hour**.

For any of the above conditions, children will be readmitted to the Character Kid's Club program, once the child has been readmitted to school.

*\*Children may not attend CKC before or after school if they have been absent during the school day due to illness or suspension.*

### **Contagious or Infectious Disease**

A student may **not** attend Character Kid's Club while afflicted with any contagious or infectious disease, or while liable to transmit such a disease after being exposed. Some more common contagious diseases are: impetigo, head lice, roseolla, scabies, measles, pinworm, ring worm, chicken pox, pink eye and strep throat. When a child is known to have a communicable disease, all of the parents/guardians at that CKC location will be notified, so that they can watch their child closely for symptoms.

Reporting and disease outbreak control measures will be implemented in accordance with federal and state laws and Department of Health rules governing the control of communicable strains and other diseases dangerous to public health.

### **Behavior Management**

When a child is having a difficult time following directions or difficulties treating others or equipment with respect, developmentally appropriate guidance techniques are used. These techniques are as follows:

- Positive Reinforcement: The child will be encouraged when he/she is demonstrating acceptable behavior.
- Redirection: The child is redirected to another activity and given an opportunity to try again at another

time.

- "When... Then" Statements: A statement in which the child is encouraged to accomplish something before going on to something else. Example: "When you finish picking up the blocks, then you can go outside."
- "If... Then" Statements: A statement in which the child is encouraged to make a positive choice. Sample: "If you pick up the blocks, then you can go to the Dramatic Play area."
- Time Away from Problem Causing Activity: The child is separated from the problem causing activity for a child regulated period of time; the child can initiate, at any time, a conversation with staff to process the situation. This technique is used only when a child is exhibiting temper tantrum behavior or could potentially hurt self, others, or equipment. When the child shows that he/she is ready to demonstrate acceptable behavior, the child is encouraged to join the rest of the group and try again.
- In the event the above techniques do not work: Character Kid's Club will contact the parent/guardian for either immediate pick up of the child, or so the child can converse with the parent on the phone. If we ask for a parent/guardian to pick up their child, Character Kid's Club expects for the child to be picked up within one hour of contact. Character Kid's Club may also schedule a conference with the child, parent/guardian, director, and school staff to discuss a plan for improvement. At that time, the Program Director may discuss suspension or expulsion from the program if necessary.
- ***Dangerous behavior will be dealt with on an individual basis and may require swifter, alternative action. The Character Kid's Club program will NOT tolerate violent or hurtful behavior.***

### **Discipline**

The Character Kid's Club philosophy of discipline is based on respect for the child's self-esteem, setting reasonable limits and consequences, and encouraging increased self-discipline, while also promoting respect for others and problem solving skills. The Character Kid's Club staff will work with the child and cooperate with the families to resolve problems. Conferences or suspensions may be required. Occasionally parents/guardians are requested to pick up a child who is disruptive. If continual efforts to resolve the situation or behaviors are not productive, the result will be dismissal from the program.

The following is an abbreviated list of offenses. The consequences of these offenses could be suspension or dismissal from the Character Kid's Club program; consequences for the listed offenses will be at the discretion of the Character Kid's Club Director and the Site Coordinator. Offenses not included on this list may also result in similar disciplinary action as determined by the Character Kid's Club Director and the Site Coordinator.

**Assault:** Assault is attempting to cause injury to a Character Kid's Club staff or other children or intentionally placing a person in reasonable apprehension of imminent physical danger.

**Destruction of property/vandalism:** Destruction or vandalism is any damage to Fox C-6 School District or Character Kid's Club property or the property of staff, or students due to willful or inappropriate behavior.

**Harassment:** Harassment based on sex, sexual orientation, religion, race, color, national origin, ethnicity, or disability of students or staff will not be permitted.

**Fireworks/explosives/ammunition:** The use or possession of fireworks, explosives, or ammunition creates a

hazard to both life and property and will not be allowed at Character Kid's Club.

**Fighting/Hitting/ physically harming or attempting to harm:** Fighting, hitting, and physical harm or attempting to harm, pretend or real, is not allowed in the Character Kid's Club.

**Fire:** This is participating in an act to intentionally set fire, or an attempt to set a fire, which results in a fire or fire-related damage on school property, buses, or at a school sponsored activity off school property. A report may be filed with the fire and /or police departments.

**Guns-Firearm-Free Schools:** The Character Kid's Club seeks to provide a safe, violence -free environment. We require that this environment be free from firearms, pretend or real (this includes water guns), whether on school property, a bus, or at a Character Kid's Club sponsored activity off school property.

**Insubordination:** Insubordination is defined as willful or continued willful disobedience of any reasonable requests or regulations, or voicing of disrespect to those in authority.

**Smoking/Drugs/Alcohol:** Smoking, taking drugs and consuming alcohol is prohibited on school property and at all Character Kid's Club activities. The taking and possession of drugs is illegal; anyone found in possession of illegal substances will be turned over to the proper authorities.

**Stealing:** A child, while on district property, on the bus or attending a Character Kid's Club sponsored activity that has been caught stealing, will be required to return the object to the rightful owner. If this is not possible, an assessment of the value of the object will be made and payment required. If the situations demands, referral to legal authorities will be made.

Threats to Character Kid's Club Staff or students: **Any overt threat, verbal, physical or written to Character Kid's Club staff or another student regarding life, physical well-being and/or personal property is prohibited. Referral may be made to legal authorities if the situation warrants.**

Other offenses that may require disciplinary action could include, but are not limited to the use **profanity or obscene gestures**, the possession of **knives and other objects which could be used as dangerous weapons**, or any **false fire alarms/ 911 calls or bomb threats**.

### **Termination**

Although this program is offered and operated by the school district, unlike school, it is a privilege for a child to attend this program; it is not his/her right. Therefore, the Character Kid's Club reserves the right to release or restrict children, families and/or parents/guardians from the Character Kid's Club Program should the situation warrant. If a child is terminated there will be no refund or credit given for days missed due to termination.

### **Toys/Valuables/Electronics/Cell Phones**

The above items are **not** to be out during CKC unless it has been previously approved by the Site Coordinator. The Coordinator may allow such items on special days in which case that would be communicated to the parents and children in the program. This decision is to prevent these items from getting misplaced or broken. CKC will not be responsible for a child's lost or stolen items.

## **Dress**

Children may be taken outside early mornings and afternoons when weather permits. Parents/Guardians are responsible for sending children with the appropriate clothing. On cool days and on winter days, children will be asked to wear jackets or coats and/or the appropriate winter clothing (heavy socks, coat, boots, gloves or mittens, and a hat). Please mark all items with your child's name.

## **Snack**

CKC students will be given time in the morning to purchase breakfast from the cafeteria. The payment arrangements for breakfast are made through Nutrition Services. Character Kid's Club does not provide a morning snack. Character Kid's Club will provide an afternoon snack consisting of items from two nutritious food groups, and approved by our Food and Nutrition Department. Snack menus will be available at the site and on the CKC webpage of the district's website. On a full-day program, Character Kid's Club will serve a morning and an afternoon snack.

## **Toilet Learning**

All students enrolled in the Character Kid's Club Program must be completely toilet trained due to insurance, hygiene, and legal requirements, unless a documented medical reason or special need exists. If a documented medical reason or special need exists, it is the parent's/guardian's responsibility to inform the Character Kid's Club staff upon enrollment, and CKC will provide deemed reasonable accommodations. At times, children do have accidents at which time a parent/guardian will be contacted. Our policy is to have the child clean themselves up to the best of their ability. If Character Kid's Club has to ask for your child to be picked up, we do expect the child to be picked up within **one hour** of contact with the parent/guardian.

## **Reporting of Child Abuse**

Any employee of Character Kid's Club who knows or has reasonable cause to suspect that a child has been subjected to abuse or neglect, or who observes the child being subjected to conditions or circumstances which would reasonably result in abuse or neglect, will immediately report or cause a report to be made to the Character Kid's Club Director who will then become responsible for making a report via the Child Abuse Hotline (1-800-392-3738) to the Missouri Division of Family Services (DFS). The Character Kid's Club Director shall inform the Superintendent of the status of the case.

## **Parent Participation and Visits**

Parents/Guardians are encouraged to visit the program at any time. We do request that you check in with the staff to let them know who you are and what you are doing; this is for the safety of the children enrolled in our program. Parents/Guardians are also welcome to bring special treats for a child's birthday or other special celebration; however, all special treats must be store bought. Please speak to the site staff about your plans. Please speak to the site staff or the Character Kid's Club Director if you have any concerns about birthdays or other celebrated occasions.

## **Confidentiality**

Information which concerns a Character Kid's Club child's physical, emotional, intellectual and/or social

welfare will only be shared with the Character Kid's Club staff that is involved with the child, the child's family, and the child's teacher during the school day. We encourage parents/guardians to inform staff of any information that would help us better meet your child's needs. We cannot withhold billing information, or documents in a child's file from a child's parent, unless there is legal documentation on file that would preclude us from doing so.

### **Communication**

It is our intent to maintain open lines of communication with the parents/guardians. We will keep you informed of upcoming activities through a monthly parent newsletter, the CKC webpage on the district website, and follow us on Facebook: ask to join the "CKC & Building Blocks" group for current information regarding CKC. Communication between Character Kid's Club staff and parents/guardians is vital. We encourage you to communicate problems, concerns, daily information, and of course, compliments to your site staff or to the Character Kid's Club Director. We rely on parent/guardian communication with the Character Kid's Club Director as a source of accountability for the quality of our program. If you have questions or concerns about the Character Kid's Club program, please call 636-282-6915, or email us at:

Sue Belleville: Director: [bellevilles@foxc6.org](mailto:bellevilles@foxc6.org)

Crystal Worth: Secretary: [worthc@foxc6.org](mailto:worthc@foxc6.org)

### **Staff Supervision of Children**

Children attending Character Kid's Club will be supervised at all times. Staff providing direct care for children can be identified by a Character Kid's Club ID badge. The Character Kid's Club Director will make unannounced visits to each program site to assure that standards, procedures, program quality and performance of staff are being maintained.

### **Staff Requirements**

Our CKC staff is required to participate in district mandated trainings each year. In addition, all staff is required to be CPR and First Aid certified, have a TB test and maintain current Serve Safe Certification with the Health Department. Reference checks, fingerprinting and child abuse screenings are standard prerequisites for Character Kid's Club employees.

### **Photographs & Videos**

There are times that photographs/videos may be taken during CKC hours. If you do not wish to have your child included in these, please indicate on the acknowledgement form provided at the end of this handbook.

**Acknowledgement:**

I acknowledge that I have read and understand the fore mentioned information, procedures, and guidelines presented in the Character Kid’s Club 2018-2019 family handbook. By signing this acknowledgement page I understand that it is my responsibility to comply with all Character Kids Club procedures and guidelines.

I understand that failure to comply with Character Kids Club procedures and guidelines could result in the termination of my child’s enrollment with the Character Kids Club program.

1. My child has permission to be photographed and/or video music videos and slideshows which could be put on School District website and YouTube links for parents to watch: Yes \_\_\_\_\_ No \_\_\_\_\_
2. My child has permission to watch PG rated movies: Yes \_\_\_\_\_ No \_\_\_\_\_
3. My child has permission to eat CKC foods made on days when an activity calls for cooking or baking:  
Yes \_\_\_\_\_ No \_\_\_\_\_

I understand that I may contact the CKC office or my child’s CKC staff should I have any questions or concerns regarding the Character Kids Club program.

Child’s Name \_\_\_\_\_

CKC Location \_\_\_\_\_

Parent’s printed name \_\_\_\_\_

Signature \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Date \_\_\_\_\_