

KIDZONE FAMILY HANDBOOK
SUMMER



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WELCOME!

Welcome to the Summer Kidzone Camp at St. Stephen the Martyr Church. Kidzone is a school- aged childcare program offered to parishioners of St. Stephen the Martyr.

GOALS

Kidzone will provide quality care, which parents can rely on throughout the summer. Children will be offered options and opportunities to participate in a variety of activities. It is our goal that these activities will spark their imaginations and provide for a fun filled summer!

We sincerely appreciate your input and value your ideas. The Kidzone program is here for the children and we will promote growth in them while they have fun!

CLOSED DAYS:

Monday, Memorial Day

July 4th-Independence Day

Other days may be included depending on how the Calendar falls for the current year. The Weeks between summer camp and the start of school Kidzone will be closed due to site preparations at St Stephens for the coming school year. During this time KZ does not have appropriate space to run program.

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THE PROGRAM

ABSENCES:

All Absences must be phoned in to Kidzone by 8:00 AM. Unlike the school year, Kidzone will not call inquiring if the child will be attending. On Field Trip dates bus transportation will not wait for a child not arriving on time for bus pickup. The bus will depart on time.

Please notify Kidzone of an absence or late arrival if your child/ren is attending a class, camp, or so forth. You must stick to the schedule set up with KZ. Any changes must be pre planned and in writing, signed by a Director. An unplanned attendance may end up with the child being turned away.

DAILY ACTIVITIES

Free Time: A variety of interest areas will be offered during free time (e.g., art area, games, building, quiet, etc.) Please do NOT send toys or electronics.

Circle Time: This is a time every morning that we will review attendance, the daily activities, field trips, reminders of rules, sharing time for kids, and special reminders.

Outside Time: The kids will go outside 2 to 3 times a day, weather permitting.

Daily Activity Time: (10:30 to 3:00) Mid morning and early afternoon the children will either participate in a field trip or an on-site planned activity. These vary and will usually be theme based. These include cooking, gardening, etc.

Lunch: The children will have ½ hour lunchtime every day at approximately 12:00 noon. We offer hot or cold lunch as an option. No microwaves are available to heat lunches. Should a lunch be forgotten every effort will be made to notify parents and it will become your responsibility to deliver lunch. If Kidzone has to provide lunch, a \$10 fee will be assessed to your weekly statement per each lunch forgotten. Kidzone will provide milk or juice. If you would like, the child may bring a drink from home. No soda please.

Snacks: Kidzone will provide a morning and afternoon snack if you select hot lunch as an option. If you have chosen Cold lunch for your child, please provide them with a labeled morning and afternoon snack.

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Quiet Time: Every day, usually after lunch the children will participate in quiet time, during this time the children may read a book, draw, or lay on pillows. Quiet time will average 30-45 minutes. Children are required to play by themselves and no talking at all during this time. Please, NO electronics!

Computer/Gym/Library/Outside Rotations: Every afternoon the kids will be divided into groups and will participate in rotations between the computer lab, gym, play areas, and the library. Children may bring books from home they would like to read. Please make sure books are clearly labeled with their name. Donations of books, games, markers, etc. to Kidzone are always welcome!

FIELD TRIPS

Water day: If a medical reason prohibits your child from getting wet, parents can send books to read or hand-held games. Please notify a Kidzone staff member that they will not be participating. If your child has an open wound, please notify a Kidzone staff member.

- Make sure your child wears his/her labeled swimsuit on water day and brings a towel and flip flops or water shoes. Also, please send dry clothing to change into afterwards.
- Kidzone staff will apply sunscreen to your child/ren with a written permission slip on file.

Kidzone will schedule additional field trips in connection with the theme weeks for summer. Check the summer KZ calendar for all other scheduled field trips. A one-time summer permission slip is needed for all field trips and was included in the registration packets. Payment for the field trip fees will be added to each weekly bill and will be listed on the weekly invoices you receive.

OTHER ACTIVITIES:

Vacation Bible School (VBS): All Kidzone children will automatically be registered in St. Stephen the Martyr Summer Vacation School (VBS) for the first session. The cost of VBS is approximately \$45. Parents will be responsible for this fee. A VBS registration form must be completed and returned to KZ. All summer KZ parents will receive a VBS form in their KZ Summer Registration packet.

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DISCIPLINE:

KidZone strives to continue the Love and Logic base that the school carries. We also like to emphasize: Trust, Respect, Responsibility, Caring, Citizenship, and Fairness and Teamwork.

These are traits we all possess. It is the responsibility of each of us, from the older to the younger, to model these traits for others. Love and Logic strives to teach children that for each choice there is a logical consequence. We will use both a reward system for the individual and for the team to help the children to learn the value of the traits listed above.

Kidzone believes in being pro-active in the area of discipline. We try to ‘catch’ the children making good choices, letting them know we noticed! We hope this will eliminate some of the need for the use of a consequence policy.

DISCIPLINE POLICY:

The Director will consult with parents regarding any serious problems. Each consultation is documented and placed in the child’s file, a yellow sheet. An “Incident Report” will be used in the consultation to notify the parent/s or guardian of the information that has been collected pertaining to a particular incident.

When, in the judgment of the Director, the inappropriate behavior is serious enough to warrant further action, but not serious enough to warrant immediate suspension from Kidzone, the Director will give a written “Incident Report” warning regarding the inappropriate behavior to the child and parent. After three (3) written warnings, the child will be suspended from the program for three (3) school days. Following the suspension, three (3) additional warnings will result in suspension from the program for ten (10) school days. Following the 10-day suspension, any behavior serious enough to warrant a written warning will result in immediate and permanent removal from Kidzone.

If the inappropriate behavior is of a serious nature, the Director and the Pastor may determine that it is necessary to immediately suspend a child from Kidzone. This decision would be made after the Director has investigated the facts, given the child and parents oral and written notice of the charges against him/her, and provided an opportunity for the student to present his/her version.

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Examples of behavior that may result in immediate suspension from Kidzone include, **but are not limited to:**

1. Intentionally striking or injuring another child or a staff person.
2. Intentionally damaging school or Kidzone property.
3. Threatening another child or a staff person.
4. Repeated occurrences of a behavior.

We believe that discipline and punishment are not synonymous. To us discipline is redirecting the child to make a better choice. We will try to help them decide which choice could have helped them in their situation. Only if the behavior persists will consequences and loss of privilege be implemented.

1. **Redirection:** The unacceptable behavior will be explained to the child and the child will be asked to make another choice of behavior and/or activity.
2. **Talking it Through:** When the undesired behavior persists, a staff member will ask the child to leave the situation in order to talk. They will then discuss why the behavior is unacceptable and that the next step is “Reset Time.” If safety of the child or other children or destruction of property is involved, it will be documented. An age-appropriate “Incident Report” will be filled out by a staff member with the child and discussed with parents. The appropriate action, (e.g., denial of a privilege, removal of the child from their group, expulsion from the program, etc.) will be determined when these factors are an issue.
3. **Reset Time:** When this occurs the child is asked to leave the situation until he/she is able to discuss it calmly with the staff and other children involved (if any). The child is not left alone, but placed in a neutral area of the room. A general rule for reset time is one minute for each year of life. When the child has “reset” him/herself, the staff and child will discuss the incident and solutions and fill out an Incident Report.
4. **Denial of Privileges:** When “Reset Time” has not been effective, the child will be isolated from the situation with a book or quiet activity and/or denied a privilege (e.g., computer, outside, swimming).
5. **Parent/Guardian Conference:** After all of the preceding steps have been followed and no change in behavior is relevant, a conference will be requested between the Director, staff member, the child, and the parent. This conference is to encourage the parents and staff to work out an agreement ensuring the child’s place in the program. This agreement will be in writing and must be signed by all parties. If this agreement is not followed, the child will be dismissed from the program. Kidzone will additionally follow the same principles of Discipline With Purpose (DWP) as does St. Stephen the Martyr School

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Harassment/Student Offensive Conduct:

Archdiocesan Policy 5032 states: Student offensive conduct or harassment on the basis of a person's gender, sexual orientation, race, color, age, religion, national origin, marital status, or disability is prohibited. Repeated incidents of offensive conduct directed to the same person or group of persons constitutes harassment. Offensive conduct or harassment may result in suspension or expulsion.

Examples of offensive conduct or harassment include, but are not limited to, the following:

1. Explicit and offensive sexual references or gestures;
2. Unwelcome physical contact of a sexual nature and unwelcome verbal, written, or physical advance or suggestions of a sexual nature;
3. Name calling or taunting on the basis of gender, sexual orientation, race, color, religion, national origin, marital status, or disability;
4. Language of any kind, including graffiti, epithets, vulgar or profane jokes, which is disparaging or demeaning to others on the basis of their gender, sexual orientation, race, color, religion, national origin, marital status, or disability.

DROP-OFF AND PICK-UP:

Unless otherwise noted, drop-off and pick-up should be in the cafeteria. Parking is NOT allowed in the circle drive in front of the cafeteria entrance.

Failure to sign in the child in the morning or out in the afternoon may result in the removal of the child from Kidzone. Kidzone will not be responsible for children left unsupervised before our official opening time.

Kidzone children will be allowed to leave with the "Parent/Guardian" or "Authorized Pickup Person" noted on the Kidzone Emergency Information/Health Record Form. In the event that the child/ren is to be released to any other person, PERMISSION MUST BE GIVEN IN WRITING (EITHER NOTE FORM IN THE BLUE BOOK) OR A PHONE CALL, OR E-MAIL (kidzone@stephen.org). If this person is not familiar to the staff, a picture ID may be requested. If the individual has no identification, the child/ren WILL NOT be released.

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Any person withdrawing a child from Kidzone other than the “Parent/Guardian” or “Authorized Pickup Person,” must identify themselves to a Kidzone staff member and show a Driver’s License.

FAMILY INFORMATION:

It is the responsibility of parents to notify the Director of any changes in employment, address, phone numbers, care and/or custody arrangements, and any other pertinent information regarding the child or family.

HOURS OF OPERATION: 7:00 AM until 6:00 PM

ITEMS FROM HOME:

Please discourage your child from bringing toys or other items from home. Kidzone has ample equipment to meet the needs of the children. Kidzone cannot assume responsibility for toys or other items brought from home. Please ask about items your child would like to bring if you are unsure of the rules. If a child does bring an item to KZ they may not have, the item will be kept safe until the child is picked up and then it will be returned.

LICENSING:

Kidzone is a child care program licensed through Nebraska Health and Human Services. The Kidzone site is visited throughout the year by our Licensing Resource Specialist to maintain our licensing compliance with the State of Nebraska. The school-age child to adult ratio is 15:1. Safe Environment training recommends two care providers be present and KZ keeps a 15:2 ratio.

LOST AND FOUND:

Articles of clothing, such as sweaters, jackets, shoes, should be marked with your child’s name. If you lose something, please check with a staff person.

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HEALTH AND SAFETY

If your child has a known medical condition (e.g., asthma, diabetes, seizures), please be sure the Director is aware and knows what to do if a problem should occur.

SICK POLICY: If a child becomes ill while attending the program, the parent/guardian will be notified immediately. The child may not remain or attend the Kidzone program if any of the following symptoms are present:

1. Temperature of 100 degrees or more
2. Vomiting or diarrhea
3. Skin infection or rash of unknown cause
4. Lice infestation
5. Evidence of contagious disease

Communicable Diseases: Please refer to St. Stephen the Martyr School Handbook. Kidzone follows the same procedure as St. Stephen the Martyr School.

Ouch Reports: Minor injuries sustained at the Kidzone program will be handled by the program staff. There will always be a staff member on duty that is certified in First Aid and CPR. An Ouch Report will be filled out for each injury and a copy will be given/shown to the parents.

Accident Reports: Injuries of a serious nature sustained at Kidzone will be documented on this form. It will need to be signed by and a copy given to the parent/s or guardian.

Medical Emergencies: If a medical emergency arises the Kidzone staff will first attempt to call parents. If they cannot be reached the emergency numbers will then be called. If the emergency is such that immediate medical attention is needed, an ambulance will take the child with a staff member to the hospital, at the parents' expense.

Medications: Kidzone will not purchase, prescribe, or provide medication to any child. If a child must take medication on a daily or frequent basis during the Kidzone program, a written, signed, and dated "Consent Form" must be completed by the child's physician and by the parent. Children are not allowed to carry their own medication while at Kidzone. Kidzone will not assume the responsibility for medications a child carries and takes on his/her own.

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In compliance with state regulations, Kidzone staff shall give or apply medication, either prescription or nonprescription, only with prior permission and written instructions from the parent. Medication must be in the original container, stored according to the instructions, clearly labeled for a named child, and returned to the parent or destroyed when no longer needed. The center shall maintain a record as to the time and amount of medication given or applied.

EVACUATE is called when there is a need to move students from one location to another. Situations may include fire, facilities failure, bomb threats.

Fire and Tornado: Kidzone regularly participates in drills for fire and tornado safety. Kidzone follows the same procedures as does St. Stephen the Martyr School. We will stay on campus for these emergencies unless otherwise directed by fire or police officials.

Bomb Threats/Other Emergencies: KidZone regularly participates in drills for bomb threats and other emergencies that may take us off-site. If we need to leave campus for one of these emergencies we will go to either the YMCA or Mission Park Soccer Fields (off of 168th St.) Please use KidZone's phone (402-881-9107) to connect with your child.

Visitors and Observations: Community members who are approved by the Director and interested parents are welcome to observe the program during program hours. All visitors, including parents, are required to sign in at Kidzone. All visitors, including parents, will need a badge.

Child Abuse: According to state law, school employees and childcare providers are required to notify child protective services and law enforcement officials if they believe a child has been subjected to abuse or neglect.

Illegal Drugs: State laws and school policy strictly prohibit the use, evidence of use, or possession and/or transfer of narcotics, depressants, stimulants, hallucinogens, look alike pills of any type, or possession of drug related paraphernalia, anywhere on school property or at any school sponsored activity. If children choose to violate this policy, they will be dismissed from the program and referred to the proper authorities.

Illegal Possession of Firearms or Dangerous Weapons: State laws and school policy strictly prohibits the possession of any weapon judged to be harmful or dangerous to the person or self or others on school property. An ordinary object utilized in a harmful manner is also prohibited. Any child who violates this rule will be immediately dismissed from the program and referred to the proper authorities.

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Smoking and Alcohol: State laws and school policy prohibit students from carrying and/or using tobacco products or alcoholic beverages on school property or at school sponsored activities. Children who violate this policy are subject to dismissal from the Kidzone program. Proper authorities will be notified.

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REGISTRATION

The Kidzone program encourages children of all backgrounds to attend. The Kidzone program does not discriminate on the basis of sex, race, color, creeds. Summer Camp is open to children who have finished Kindergarten thru 4th grade. **If your child is going into 6th 7th or 8th grade they will not be able to attend the summer program.**

The parent needs to submit the Registration Packet for application at the time of registration.

The Registration Packet includes the following:

- All Application/Registration Forms
- All Enrollment Agreement Forms
- Emergency Information/Health Information Form
- Hours/days of Service Needed Form
- EFT Form
- Immunizations (If not on record)
- Vacation Bible School Form
- Permission Forms

The Registration Packet and a \$100 per child fee will need to be completed and returned at Registration. The Registration fee is non-refundable after registration close and upon acceptance into the program. The Registration fee will be used for materials, activities, and games for the kids' use. Priority will be given to full-time enrollment. Upon completion of registration, all families will be notified of acceptance into the program. Your child will NOT be accepted into the program without the above listed registration packet completed and returned to KZ by listed completion dates.

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TUITION:

All families enrolling in the Kidzone Summer program will be debited for all weekly charges through Electronic Funds Transfer (EFT). A statement will be placed in your Parent Folder file for charges from the prior week. Funds transfers will be debited to accounts on Monday's of each week.

Tuition is based on the following registration categories and is due each week, whether or not your child actually attends. Fees are based on a five-day week.

- Full Time – reserves a space each day, 5/days week
- Permanent Part Time – reserves a space that is a minimum of 3 days/week and less than 5 days/week. These days must be the same days each week throughout the entire Summer Kidzone program.

SUMMER FEES:

- **FULL TIME** - \$26 per child/day
- **PERMANENT PART TIME** - \$26 per child/day
- **WE NO LONGER OFFER VARIED CARE FOR SUMMER**

LATE FEES:

All children are to be picked up by 6:00 p.m. If your child is picked up after 6:00 p.m., you will be charged a late fee of \$1 per minute per child, due at the time of your late arrival. Parents and emergency numbers will be contacted if no one has made Kidzone staff aware of a problem. The police will be notified at 6:30 P.M. when no other arrangements have been made. The school clock at Kidzone will be used for the official time.

TAX RECORDS:

Year end receipts will be provided, if requested. The Kidzone taxpayer identification number is 47-0730264.

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Please sign this page and submit it to Kidzone once you have read the handbook at our SSM Web Site and discussed it with your children. This will be kept in your child's file.

FAMILY HANDBOOK AGREEMENT FORM

Signature: _____

Printed Name : _____

Signature: _____

Printed Name : _____

Date: _____

Child(ren) Signatures: _____

Children must sign.