

KIDZONE FAMILY HANDBOOK
School Year 2009-2010

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WELCOME!

Welcome to the Kidzone program at St. Stephen the Martyr Church. Kidzone is a school- aged childcare program offered to families with students at St. Stephen the Martyr school.

BACKGROUND

St. Stephen the Martyr Kidzone offers before and after school care for school-aged children. Kidzone is overseen by the Director, the SSM School Principal, and the Board of Education. An Advisory Committee assists with policies and/or questions. The Mission of each Advisory Committee member shall be to support the Administrator in the development and integration of sound operating practices. Through research and recommendations, the Advisory Committee will assist the Director in ensuring that the youth served by St. Stephen the Martyr Parish receive the highest caliber of educational opportunities, spiritual growth, and quality care in a loving and Christian based environment.

This committee should reflect a balance of parents, faculty/staff and parishioners who are either enrolled in the respective program or who possess professional training in the area. In addition, a BOE liaison will serve as an ex officio member of the Advisory committee. The Advisory Committee shall consist of no less than 5 and no more than 7 members, excluding the chairperson. A member shall not be on the Advisory Committee for more than 2 consecutive years. However, a member may be re-approved by the BOE to serve an additional term. Parents of the same family may not serve on the same Advisory Board during the same term, but may serve on different Advisory Boards during the same term.

The duties of the Advisory Committee are as follows:

- Research, Develop, and Evaluate Programs/Curriculum
- Establish Long-Range Planning Goals as Directed by the BOE
- Conduct Surveys/Evaluations as directed by the Administrator, BOE, or Archdiocese
- Provide Feedback, Advice, and Assistance to the Administrator
- Provide a Forum for Parental Concerns
- Recommend proposed policies as directed by the BOE or Chairperson

Meetings of the Advisory Committee should be held at least quarterly. A tentative calendar of the scheduled meetings for the upcoming year should be given to the BOE by September 15th. An agenda of each meeting shall be provided by the Chairperson to the Advisory Committee one week prior to the meeting and minutes shall be taken by a member other than the Chairperson. Copies of the Agenda's and minutes shall be provided by the Chairperson at the regularly scheduled BOE meetings. Minutes should also include names of committee members present and absent. All members should maintain confidentiality of sensitive information.

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BASIC PHILOSOPHIES

Realizing that the need for a school-aged program exists and will only become larger as the growth at the school increases, the following basic philosophies have been adopted:

1. ***The Kids come first!***
Expenditures that are needed for the kids and to run a good quality program are paid first.
2. ***Competitive rates for care will be charged.***

ADDITIONAL PROGRAM INFORMATION:

1. The Director runs the program and oversees discipline, budget, hiring staff, and so forth.
2. Sign-up exists for conference days and school vacation days. Kidzone also maintains a separate program for the summer months.
3. Field trips are scheduled.
4. Christian values are stressed and prayer and incorporation of Catholic celebrations are included.

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RESPONSIBILITIES AND RIGHTS

CHILD'S RESPONSIBILITIES AND RIGHTS INCLUDE:

Check-in Procedure:

Go to designated check-in area directly after school is dismissed. Neatly place personal items in designated areas. (baskets)

Classroom after 3:45 P.M.:

No one will be allowed back to the classroom after 3:45 P.M. for **any** reason. All necessary homework or homework-related items must be brought to Kidzone daily. Children may, with permission from Kidzone staff, be allowed back to the classroom until 3:45 P.M. to retrieve any missing items.

HOMEWORK:

The homework policy is located on the next page. Please read carefully as this policy is strictly enforced by Kidzone by Kidzone Staff.

Equipment and Choices:

Share equipment with others and put away when finished using. Choose an activity that you know you are interested in and know you will finish.

Toys:

Toys and supplies are provided by Kidzone. Do **NOT** bring toys from home.

Appropriate Clothing:

Dress appropriately for outdoor play. Outside play will occur almost daily. Bring a sweater or jacket as weather dictates.

Children may change clothing after school at the appropriate time for scheduled activities only. Please notify Kidzone staff if your child/ren need to change clothing by either a phone call to the Kidzone number, an e-mail, or a note in the **BLUE BOOK**.

BLUE BOOK: a three ring notebook found on the parent sign-out table. It is a message retrieval system used so that parents can leave KidZone Staff information, notes, changes in schedules, etc. Parents may also e-mail KidZone at: c.heiman@stephen.org.

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PARENTS' RESPONSIBILITIES AND RIGHTS:

Involvement and Cooperation

The success of the Kidzone program works hand-in-hand with the involvement and interaction with parents, children, and Kidzone staff members. A good relationship between Kidzone staff members and parents is important to a quality childcare program. The following are policies and guidelines for your reference:

- Be aware of the program policies and honor them. Respect the drop-off and pickup times. Call if you are going to be late or not attending for any reason.
- Sign your child in and out at drop off and pick up. This **must be** done daily for record keeping and security purposes. Please remember this procedure.
- **Always inform KZ of your child's attendance, non-attendance, and extra curricular activities. We need to know if they are not going to be here!**
- Please inform alternate pickup persons that identification may be necessary to present to a Kidzone staff member when they pickup. They will also be required to sign-out the child/ren on the "green" sign-out sheet. For security reasons, a Kidzone staff member or a Kidzone child **may not** sign children in or out.
- A late fee will be assessed at the rate of \$1 per minute/per child for pickup after 6:00 P.M, payable to the Kidzone staff person on duty at the time of pickup. Parents and emergency numbers will be contacted at 6:15 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.
- If for any reason, your child needs to stay inside during outside play, please call or send a note that he/she is to remain inside. If your child has chronic health problems that prohibit or limit outdoor play, please notify the Director.
- Keep the lines of communication open at all times. If your child/ren is experiencing a personal or family problem, please make the staff aware of this since it could be affecting his/her behavior.
- The use of cell phones by children is prohibited during Kidzone hours.
- Check your parent folder file daily. This will be located next to the parent sign out table. It is on a roll cart, in a file box, with a file designated for each family. Important information regarding the program and your child/ren can be found in these folders.

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- The “**BLUE BOOK**” used for messages from parents is located on the parent table next to the check out sheet. It is used to communicate in writing to the KidZone Staff any changes in your child’s schedule or other specific needs.
- Keep your child’s records up to date. Notify the Director of changes in work or emergency phone numbers.
- Replace any equipment your child is responsible for misusing.
- **Label, Label, Label!** Clearly mark your child’s personal property with his/her name or initials (permanent marker). We will put Lost & Found on the parent table. Please check daily. (After several months it will be donated to charity.)
- Please use the South cafeteria door for AM Kidzone drop-off and also PM Kidzone pick-up unless otherwise notified.
- A table will be setup with parent folder files, the blue book for notices, and the sign-in/out sheet and any other information parents need..

Communication

Open communication between parents and Kidzone staff is essential for the success of the program. Kidzone will communicate with the parents via signs on the parent table, handouts in the parent files and e-mails. All forms of communication need to be checked often. Kidzone will not be responsible for families claiming to be uninformed, forms not picked up, or deadlines not met. Kidzone is very interested in your ideas and opinions. In order to insure this please consider the following:

- Raise issues when they first develop.
- When a situation occurs notify the Director or assistant Director and set up a time to speak.
- Please be specific about your concerns and provide examples to the incident or observations you have made.

Please get involved with the program. Parental involvement is a very important part of our program. Parents and children working together with staff members is an important element in a quality childcare program. Visitation is encouraged by parents.

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For EMERGENCIES:

**KidZone has a
“Hot-Line”---402-521-0416.**

This number can be used from 2:30pm until 6:00pm. Monday - Friday or until the last child has been picked up. It is for parents to call during these hours as there will not be any staff in the office to answer calls. It is mostly for information the staff needs to know instantly and of course for emergencies. Any other calls should be made to the Office phone: 896-4316 or e-mailed to c.heiman@stephen.org.

STAFF RESPONSIBILITIES AND RIGHTS INCLUDE:

The staff will:

1. Provide a safe and entertaining environment for your child/ren through play and organized activities.
2. Maintain a professional demeanor at all times.
3. Insure open communication with parents. The staff will maintain strict confidentiality regarding your child/ren and any conversations made with parents/guardians.

In return the Kidzone staff would appreciate mutual respect from both the child/ren and parents.

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THE PROGRAM

HOURS OF OPERATION:

MORNING PROGRAM: 7:00 A.M. – 7:50 A.M.

The Kidzone morning program includes coloring, games, & quiet homework areas. An area is also provided for those children who bring a breakfast. Dismissal to the classrooms is at 7:50am.

AFTERNOON PROGRAM: School dismissal until 6:00 P.M.

Children who attend will receive a daily snack during attendance and announcements. They will then be dismissed for outside play - weather permitting, indoor play - gym, activity/game/art time, homework, computer lab, and free time. Occasionally, movies rated either "G" or "PG" will be shown.

SIGN-UP DAYS:

A Sign-up sheet will be found in the parent folder file usually ten days prior to breaks, in-service days, parent-teacher conference days, and early dismissals. You will be required to sign-up in advance for these days. All sign-up sheets must be returned by the stated deadline prior to the designated school day/s off – **NO EXCEPTIONS**. Please refer to the school calendar attached to the end of the handbook for these dates. You will be charged for that day even if your children do not attend unless a change to your sign-up has been made by the deadline date. Upon determining the number of children enrolled for a sign-up day/s, field trip schedules will then be planned and posted. Fees will be added to each child's account if a Field Trip or special activity takes place on the sign up day(s). Sign-up day/s and field trip costs will be billed on your weekly statements.

Kidzone will be available based on a survey of need. A minimum of 15 children must be signed up for Kidzone to be open. A notice will be posted on the Parent Sign out Table on the day following the cutoff date for sign-up letting parents know if **we will not** be open for that full or half day.

INCLEMENT WEATHER:

SNOW DAYS:

Kidzone will **NOT** operate on days school is closed due to weather conditions. SSM and KZ follow the Millard School District closures for weather.

DURING SCHOOL HOURS:

On days when inclement weather occurs during the school day, Kidzone **will remain open** for the regularly designated hours. If possible parents should try to pick their children up as early as possible on those days.

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CLOSED DAYS:

Labor Day
Thanksgiving Day and the day after Thanksgiving
Christmas Eve Day
Christmas Day
Boxing Day (the day after Christmas)
New Year's Eve Day
New Year's Day
Good Friday
Easter Monday
Closed the days between School and Summer Camp
Closed the Friday before Memorial Day
Memorial Day
Closed the week between Summer and Fall Program
4th of July (days to be determined / see summer schedule)

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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, creed, or special needs when feasible for the child and program. In the event that the Kidzone program and staff can no longer adequately meet the individual needs of the child, the Director, in association with the Principal of the School, will set up a meeting with the parent/s or guardian to review the situation and determine the appropriate course of action.

1. The parent must complete and return all enrollment forms, permission forms, emergency forms, and contracts, with a non-refundable registration fee per family before they are considered OFFICIALLY REGISTERED in the program. The registration fee will be used for the yearly paperwork necessary for communication with parents and children and the administration of family files.
2. ALL Kidzone forms must be completed in full and turned in prior to your child's start date. Your child will not be accepted to the program if all forms have not been provided to Kidzone. Forms required to be turned in include but are not limited to the list located on the next page
3. Kidzone expects all forms to be kept current. In the event that a work/home phone number, address, or so forth, changes should be brought to the Director's attention immediately and files should be updated with the new information. Kidzone will not be held responsible for any information missed due to incorrect or old information on file.

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ATTENDANCE

DAILY ATTENDANCE:

Parents **MUST** notify KidZone **IN WRITING, BY PHONE, or E-MAIL** when their child will **NOT** be attending according to their enrollment schedule. Notification is needed if your child is sick or if you plan to pick up your child directly after school. Please call Kidzone directly at **896-4316**. Please note that regardless of a notification, you will be charged based on your enrollment contract (schedule).

E-mail: c.heiman@stephen.org

Parents must sign their children in and out. This requires the parent to come in with the child for morning care and to come in to pick up the child from afternoon care. All children must be signed in and out with the time that they arrive and leave daily. Please follow this procedure. For security reasons KidZone Staff may not sign children in or out.

1. Children may not walk to KidZone in the morning:
 - The morning staff has no way of knowing if a child is walking and should be showing up....**SAFETY FIRST**
 - A child can not sign themselves in and a staff member may also not sign them in.
2. Parents do not have to report to morning staff that their child will not be at morning KZ. We know they are with their parents. **BUT...**
3. Parents **must** report to the afternoon staff that their child is not attending or will be late attending KZ for whatever reason it may be.
4. Parents **must have** prior written confirmation from the Director if they would need to send their child(ren) on an unscheduled day.

ABSENT:

Absentees without prior notification may be mistaken for a missing child. Unnecessary time and concern spent searching for the child detracts from time spent with other Kidzone children in the program. If a child is scheduled to attend and does not check in at Kidzone, the following procedure will be followed:

1. Check with the child's teacher and classroom.
2. Check with the school secretary.
3. Call the parents and/or emergency numbers.
4. If unable to reach the parents or an emergency number, the police department will be called for assistance.

If your child does not attend school due to illness (or leaves school early due to illness), you **must** notify Kidzone that your child will not be in attendance. Please contact the Kidzone phone answering system immediately (**896-4316**) for this notification or call the **KZ HotLine (402-521-0416)**

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RELEASE OF CHILDREN:

Children will be allowed to leave with a person other than the “Parent/Guardian” or “Authorized Pickup Person” listed on the Kidzone Emergency Information/Health Record form if:

1. Permission has been given IN WRITING, which is to be written in the parent BLUE BOOK or a note to the Director. The parent or adult identified in advance by the parent must report to the KidZone Staff to sign out the child/ren. If this person is not familiar to the staff, picture ID will be requested. If the individual has no ID, the child **WILL NOT** be released. This is a protective measure.
2. A phone call or **E-mail: c.heiman@stephen.org** to KidZone may also serve as permission for pickup by an alternative adult.
3. Children are not allowed to walk home unless a parent/guardian has given written permission for said child to do so. The permission may be granted in the BLUE BOOK or by e-mail. A child may not walk if sick or injured.

EXTRACURRICULAR ACTIVITIES:

If your child has extracurricular activities (e.g., Girl Scouts, sports practices, etc.), written notice or a phone call needs to be provided to Kidzone. Specific times must be noted. If your child returns after an activity, they must come and check in at Kidzone. Fees will continue to be charged based on enrollment schedule.

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SCHEDULES

FULL TIME/PART TIME:

Schedule changes for Fall must be made by July 30th. After that deadline, you will be charged based on the schedule submitted at the time of registration. If you need to make a permanent or temporary change to your schedule, a written request must be made to the Director one week prior to the change. The Director will assess the availability of fitting your schedule change into the current enrollment figures.

PART TIME SCHEDULES: This is a child/ren attending the same days each week but not all five days. For instance: M_W_F or T_W_Th...the days do not vary from week to week.

VARIED SCHEDULES: (days that change from week to week)

Varied schedules are only for those parents whose schedules change on a monthly basis, due to their work schedules. Parents who enroll on a varied schedule must submit a monthly calendar in advance. Please submit calendars to the Director for approval to insure enrollment. You must turn in a schedule calendar each month, even if your child does not require care. If your child does not attend on days that you indicated on the calendar, you will be charged for those days. In the event, for some weeks, no care is needed, you will continue to be charged a minimum of three days per week per child.

A 3-day per week Minimum is required for enrollment.

When a calendar is not submitted by the parent to KZ by the first of each month the parent will be charged for daily attendance until the calendar is received. These charges will be nonrefundable.

WITHDRAWAL FROM PROGRAM:

Two weeks notice must be given, in writing, to the Director if a parent decides to withdraw his/her child from the Kidzone program. If the child doesn't attend Kidzone during this two-week period, minimum fees will be assessed based on the enrollment schedule submitted.

After withdrawal from the program, if the parent wishes to re-enroll their child for the School Year program, the Director will determine the availability of openings based on the licensing and capacity limitations and the waiting list. If there is a waiting list for the School Year program, the child's name will be added to the waiting list for future availability. If the child is accepted back into the program, a registration fee will again be assessed.

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FEES AND PAYMENT POLICIES

DAILY FEES:

Kidzone has established the following rates:

AM Kidzone fees - a flat rate of \$2.50 per day/per child
PM Kidzone fees - a flat rate fee of \$7.50 per day/per child
AM/PM Kidzone fees – a flat rate fee of \$10.00 per day/per child

3-DAY PER WEEK MINIMUM

- * Admittance for Kidzone requires a weekly enrollment schedule of no less than 3 days per week.
- * If your child is not in attendance on a regularly scheduled day, the flat rate for your schedule per/child/day will be charged.
- * If a child/ren does not attend Kidzone for an extended period of time (5 successive days or more) due to medical reasons, and a physician has deemed him/her medically disqualified to attend, no fee will be charged.
- * No fees will be charged for up to three days for a funeral in the immediate family.

FULL DAY FEES:

Full day fees will be in effect for those days Kidzone is open from 7:00 a.m. to 6:00 p.m. (e.g., school breaks, in-service days, etc.).

- FULL DAY
\$21 per child/day
- HALF DAY (dismissal at 12:00 PM or later)
\$10 per child/day

Full day sign up at Kidzone is required by the deadline stated on the sign-up sheets in order for your child to attend. Failure to do so may result in denial of care. Payment is due and non-refundable once the deadline date has passed, due to staffing costs. If you sign-up and then do not attend \$21 will still be charged to your account. You will be billed on your weekly statements for these days and any additional costs, (e.g., field trips, lunch-ordered-in, etc).

If your child is attending on a sign-up day, a lunch **will not** be provided unless otherwise noted. If a child does not bring a lunch, it is the responsibility of the parent to bring them one. If KidZone must supply a lunch for your child a \$10 fee will be added to your bill.

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FEES:

Weekly fees will be automatically debited through Electronic Funds Transfer – EFT. Transactions will occur on Monday for the previous week. A billing statement will be placed in the parent folder file by Monday of each week.

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 \$1.00 per minute per child, payable to the Kidzone staff person on duty at the time of pickup. Parents and emergency numbers will be contacted if no one has made Kidzone staff aware of a problem or late pick-up. 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.

All children must be signed in and out with the time they arrive and leave daily. Please follow this procedure. For security reasons Kidzone Staff may not sign children in or out.

TAX RECORDS:

Year-end receipts will be provided when requested. Kidzone will also provide a yearly summary for each child by the end of January with the taxpayer number included. The Kidzone taxpayer identification number is **#47-0730264**.

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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 injuries and a copy will be 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 generally 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.

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.

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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.

SNACK AND LUNCHESES: Kidzone will provide a nutritious snack every afternoon. However, children may bring their own snack if desired. (**gum is not allowed.**) Parents will need to provide a sack lunch on sign-up days unless otherwise stated.

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.

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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DISCIPLINE

Discipline procedures are designed to be fair, consistent, effective, and leading to self control. Our approach is to use positive reinforcement and conflict resolution techniques. Children are encouraged to express and respect different viewpoints, and develop decision-making and problem-solving skills. They will learn strategies to help them define, think through, and solve situations.

We find it helpful to provide an outline of the expected standards of behavior for families enrolled in Kidzone. Please take a few minutes to review these statements with your child:

1. The rights, property, and dignity of each person in and around the school are to be safeguarded at all times.
 - a. No abusive language, signs, or expressions will be allowed.
 - b. No theft of any kind will be tolerated.

2. Authority in the program is established for the health, safety, and well being of all members of the program. No child will be allowed to undermine that authority.
 - a. Conditions do not exist which allow for continued “back talk” from students when reasonable requests are made. Abusive language or signs will not be acceptable.
 - b. Children in the program are to address the adults and all staff members by “Mrs.,” “Ms.,” or “Mr.”

3. Abuse of any part of the facility will not be tolerated.

4. Children must ask their grade level leader to use the restrooms or to get a drink. They will report to the grade level leader if they will be late to KZ and if they need to return to the classroom, etc.

5. The “OFFICE” area is for STAFF ONLY. Children should not enter this area without permission.

DISCIPLINE POLICY:

The Director will consult with parents regarding any serious problems. Each consultation with the child will be documented and placed in the child’s file. An “Incident Report” will be used with 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

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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 Principal of the School 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.

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

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

When a child’s harmonious and pleasant environment is disrupted by unacceptable behavior, the following steps will be taken:

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 are 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.

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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.

6. **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.

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

Once you have read the handbook and discussed it with your children please print, sign, and submit it to Kidzone. This must be done by the end of September of the current school year. It will be kept in your child's file.

FAMILY HANDBOOK AGREEMENT FORM

I have read the Kidzone _____ School Year Handbook. I agree to comply with the policies and procedures of the Kidzone program. By reading this handbook I state that I understand its contents and have discussed with the Director any questions or concerns. I further state that I must turn this into Kidzone and it is a mandatory part of my child(ren)'s file.

Signature: _____

Printed Name : _____

Signature: _____

Printed Name : _____

Date: _____

Child(ren) Signatures: _____

(K thru 8th grade students must sign)