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Kids Stuff Center Parent Handbook

Kids Stuff Center is a before and after school day care program for children in kindergarten through sixth grade. Kids Stuff Center has been on the Santiago Hills campus since 1985. Operating hours are Monday through Friday, 7:00 a.m. to 6:00 p.m.

The main goal of Kids Stuff Center is to provide safe, organized care in an environment that encourages social, intellectual, physical and emotional growth. Our multi faceted program expands children's horizons through curriculum that includes art, science, games, sports, cooking, and music and movement.

I. Admission:

Registration forms are available at both Kids Stuff Center sites. Criterion for admission includes:

1. Kids Stuff Center is open to any child attending Santiago Hills Elementary School or Brywood Elementary School.
2. A non-refundable registration fee (per family) will be charged at the time of registration. Registration fees do not apply towards tuition. Your child **IS NOT** considered enrolled without payment of this fee.
3. Children will not be refused admission on the basis of race, color or religion.
4. Registration preference will be given to children needing full time care. Part time students will be taken when space is available.
5. A waiting list will be formed when Kids Stuff Center enrollment is at capacity. Children will be admitted in order off the waiting list when, and if, space becomes available.
6. Children attending Kids Stuff Center **MUST BE POTTY TRAINED**. Toilet training is the parent's responsibility. If your child has an "accident", you will be called to pick up your child **IMMEDIATELY**. On going problems with this matter will result in program dismissal.
7. The following forms **MUST** be completed and kept current to complete admission:
 1. Registration Form
 2. Parent Admission Agreement (contract)
 3. Tuition Policy (contract)
 4. Preadmission Health History

5. Emergency Information
6. Consent for Medical Treatment
7. Acknowledgement of Notification of Parents' Rights
8. Acknowledgement of Notification of Personnel Rights

Children with special needs may be enrolled in Kids Stuff Center if parents and Center Director determine that inclusion will not fundamentally alter the nature of the program and the services the center provides or adversely affect the operation of the center. The Director will assess each child's unique needs to determine program inclusion. Each child's safety is a priority at the center.

II. Financial Agreement:

- Tuition is based on your yearly tuition divided into **10** equal installments. The first installment is due the first day of school. Each successive installment is due as indicated on the Notification of Tuition Payment Policy. Tuition is considered late at the end of the first week of each month. A \$20.00 late fee will be added to your tuition if not paid by time indicated.
- **If payment and/or late fees are not received by the beginning of the following pay period, your child may be dropped from the program.**
- Returned checks due to non-sufficient funds will be assessed a service charge of \$15.00. The payer must bring their account current before checks can be returned. After a non-sufficient fund check, the payer will be required to pay with cash, cashier's check, credit card or money order.
- A 10% discount will be applied to families with more than one child attending Kids Stuff Center. The discount applies to the lower priced tuition fee.
- Since Kids Stuff Center expenses remain constant, credit cannot be given for a child's absence due to illness or any other cause. If your child misses a day, **NO MAKE UP DAYS** can be given due to staffing limitations.

III. Hours and Sign In/Out Procedures:

- Kids Stuff Center opens at 7:00 a.m. and closes at 6:00 p.m., Monday through Friday. (*with the exception of Holidays & School closures outlined in the next section)
- The Department of Social Services requires parents to **SIGN IN AND OUT EACH CHILD** using their **FULL, LEGAL** signature, noting the time of arrival/departure **NEATLY ON EACH LINE.**
- **Morning Only Child Care:** Children attending Kids Stuff Center **ONLY** before school will be signed **OUT** by a staff member when they are dismissed to school.
- **Afternoon Only Child Care:** Children attending Kids Stuff Center **ONLY** after school will be signed **IN** by a staff member when they arrive from school.
- Failure to follow these Sign In/Sign Out requirements may result in termination of Kids Stuff Center services.

The California Department of Education and Child Development Division requirement is that a child to be released **ONLY** to those authorized persons designated on the Emergency Information form. Identification will be required. It is the parent's responsibility to notify the center of any changes on the emergency card before other parties may pick up your child. In the case of separated or divorced parents, we **MUST** have a court order on file to restrain a legal guardian from picking a child up.

If your child is involved in after school activities, such as scouts, sports, dance, etc. we will need a letter of permission from you to let an authorized adult to sign your child out. Once your child is released from our program, we are no longer responsible for them until an adult signs them back in again.

IV. Holidays & School Closures:

- Veterans Day
- Thanksgiving Day & the following Friday
- Christmas Eve Day
- Christmas Day
- New Years Eve Day
- New Years Day
- Martin Luther King Jr. Day
- Presidents Day

Winter Recess and Spring Recess are subject to change and closure each year.

This will be determined in September of each school year.

- Memorial Day

In addition, if specific school holidays are scheduled, such as Staff Development days, Kids Stuff Center will offer care for an **extra fee** to cover the additional time normally spent in school. Sign-up forms will be readily available at each site as these days approach. Remember, you can only have your child's name added to the day off list with payment. Parents signing up after the deadline date will have to pay a late sign-up fee of \$40.00.

V. Afternoon Check-In:

Check-In is done immediately after classes are dismissed in the afternoon. If your child has not been accounted for, the following steps will be taken:

1. School office is checked for absences or early check out
2. Child's classroom is checked
3. School playground is checked
4. Phone call to home phone number
5. Phone call to parent's work

Parents...please keep Kids Stuff Center informed to simplify this process. Our staff can spend in upwards of over an hour searching for missing children.

Due to the large number of children attending our program, it is impossible for Kids Stuff Center staff to walk children to and from their classrooms. It is each child's responsibility to come directly to Kids Stuff Center when school has ended each day.

- If a child must stay late in their classroom, we have asked that their teacher allow them to come check in at Kids Stuff Center first.
- If your child will not be attending Kids Stuff Center in the afternoon **PLEASE** let us know ASAP. This will save our staff members valuable time searching the school for unaccounted for children.
- If your child has made alternate plans for after school, parents must inform Kids Stuff Center by phone or in writing. No child will be released from Kids Stuff Center without permission from a parent. All alternate plans should be made before school. **NO** child will be allowed to use Kids Stuff Center's phone to make last minute arrangements.

VI: Late Arrival Fee:

Parents arriving after the 6:00 p.m. closing time will be charged a late fee of \$1.00 for every minutes late. This late fee will be paid directly to the staff members on duty. If a child is not picked up by 6:30 p.m. the authorities will be called in. Kids Stuff Center clocks will determine exact time. While phone calls are appreciated from parents informing Kids Stuff Center staff that they will be late, they **DO NOT** release parents from paying the late fees.

- At no time may any Kids Stuff Center staff member be allowed to drive or take home a child.
- At no time may children sign themselves out so they can wait in the parking lot for their parent to arrive.

VII: Absences and Leaving the Program:

When your child is enrolled at Kids Stuff Center, it is equated to “renting” a spot. Since Kids Stuff Center costs remain constant regardless of a child’s attendance, absolutely **NO** discounts or refunds will be given for missed days due to illness, vacation, holidays, etc.

If a child must withdraw from Kids Stuff Center, parent/guardian **MUST** fill out Kids Stuff Center’s Withdrawal Form. If the child needs to return to the program at any time within the school year, the child will only be re-admitted if space permits. Parent need to re-register and pay registration fee of \$50.00. Failure to give 2 weeks notice will be cause to prevent re-enrollment.

VIII: General Information:

- **Snacks:** Nutritious snacks and beverages (100% juice, skim milk and/or water) will be provided by Kids Stuff Center everyday after school. Parents whose children have food allergies or special nutritional needs should immediately notify the Center Director. As always, children are more then welcome to bring an extra snack from home to enjoy as well, **PLEASE** do not send candy.
- **Field Trips:** Field Trips are always optional at Kids Stuff Center. If you choose to send your child on a Kids Stuff Center field trip, an additional transportation/admission fee will be charged. Kids Stuff Center uses school buses to transport children on outings.

- **Homework:** Kids Stuff Center will provide a quiet homework time in which children may do their homework. Staff members can encourage children to do their homework, but are not responsible for the completion or review of each child's work.

A Kids Stuff Center staff member will be available to monitor and assist children, but no individual tutoring will be available. Children doing homework at Kids Stuff Center must be prepared with all necessary supplies including: PENCIL, PAPER and BOOKS. **AT NO TIME WILL A STUDENT BE ALLOWED TO RETURN TO THEIR CLASSROOM AFTER SCHOOL TO GET FORGOTTEN ITEMS.**

- **After school activities outside of Kids Stuff Center:** Kids Stuff Center cannot be held responsible for the following:
 1. Walking a child to or from any outside activity.
 2. Making sure a child is dressed in a uniform.
 3. Sending a child to an activity at a certain time.

Arrangements for these outside activities must be handled between parent and child so Kids Stuff Center staff members are not taken away from the other children.

- **Child's Belongings:** Each child will be assigned a cubby to keep their belongings in. **CHILDREN ARE RESPONSIBLE FOR ALL ITEMS THEY BRING INTO KIDS STUFF CENTER.** Including clothing, books, homework, lunch pails, and toys. Children must empty their cubby at the end of each week. Kids Stuff Center will not accept responsibility for any lost, damaged, or stolen items; including special personal items, school projects and musical instruments.

IX: Communication:

Communication between parents and staff is vital at Kids Stuff Center. Parent comments and suggestions are welcomed and encouraged. Kids Stuff Center has an open door policy and visitors are welcome at any time.

Communication Protocol: Open communication is important at Kids Stuff Center. Parents are invited to make an appointment with the Center Director to discuss children at any time. If you have questions or concerns about the center you should first discuss it with the Center Director. Often this informal meeting is the quickest and easiest way to arrive at a satisfactory solution.

Confidentiality Policy: The use or disclosure of all information pertaining to the child and his/her family shall be restricted to purposes directly connected with the administration of the program.

Parent Information Area: Parent information will be posted on the wall by the front door and adjacent to the parent Sign-In/Out area.

Web Site: General information can be viewed on Kids Stuff Center Web Site: www.kidsstuffcenter.com

Tuition Box: Program payments, termination notices, changes of address, telephone numbers, or emergency information plus any notes to the Center Director should be handed to the Center Director or placed in the fee box on the reception desk. Receipts for tuition payments are available upon request.

X: Health and Safety:

Kids Stuff Center is licensed for the care of well children as determined by the California State of Social Services and the State Department of Health. Alternate care **MUST** be made for ill children for the protection of all of those enrolled and working in our program. Please review the following Kids Stuff Health & Well Being Policies:

- **Daily Health Check:** Your child's health status will be checked each day. If your child shows any signs of illness they will not be admitted into the program for the day.
- **Child's Health Records:** Parents must complete the Health History Form included in this packet before a child may begin at Kids Stuff Center.
- **Physical Examinations and Immunizations:** The current medical form and immunization records on file at Brywood and Santiago Hills Elementary School's main office will satisfy this requirement.
- **Illness During School Hours:** If your child becomes ill during regular school hours, they **WILL NOT** be allowed to enter Kids Stuff Center after school is dismissed.
- **Illness:** Children must be healthy enough to participate in the center's daily routine. Children showing signs of illness, such as rash, high temperature, diarrhea, red eyes, earache, infections, etc. will not be permitted or allowed to remain at the center. If your child shows signs of illness at Kids Stuff Center a parent will be contacted immediately. A parent or someone on the emergency form **MUST** be available to pick up your child within one hour

of notification. If your child is absent due to illness, please adhere to the following guidelines:

- Call the center to inform the office staff of the absence and the reason. If your child has a communicable disease, we must notify other families and report it to the Health Department.
 - If medication is required, be sure to have the physician fill out and sign the Medication Release Form for the school and Kids Stuff Center.
 - Children with fevers and other contagious illnesses must be excluded from the center for **AT LEAST** 24 hours after the temperature has returned to normal.
 - Kids Stuff Center reserves the right to request a physician's release for any medical or health condition.
- **Medications:** Kids Stuff Center staff may administer medications under the following conditions:
 - The prescription is in the original container and is accompanied by a note from the doctor, detailing the amount, method and time which the medication is to be administered.
 - Regular or on-going treatment must have a note signed by the doctor requesting treatment by Kids Stuff Center staff.
 - The parent has completed the Medication Release form, which has been signed by the doctor.

 - At **NO TIME** is Kids Stuff Center staff authorized to distribute any over the counter medication such as aspirin, cough drops, eye drops, etc., unless a written authorization from parent is attached. Additionally, these items may not be brought to Kids Stuff Center to be self-administered by students.

 - **Injuries:** If your child receives a minor injury at the center, an "Ouch Report" will be completed and given to parents upon their arrival. Appropriate first aid will be given immediately. **We ask that parents**

discuss the importance of letting a leader know if they are injured so that staff members can promptly assist your child.

Parents will be contacted immediately in the event of a serious injury, including any head injury. If the parent or other emergency contacts cannot be reached Kids Stuff Center's Director will seek medical attention as needed and as designated on the Emergency Form.

If your child has an accident at home, please promptly report it to the Center Director. **Suspected child abuse and/or neglect will be immediately reported to the authorities.**

XI: Emergency/Natural Disaster Plan:

In the event of an emergency or disaster, the following procedures will be implemented:

1. Please do not telephone the center. The telephone will be used for outgoing emergency calls only.
2. Children will remain with center staff members on the premises or at a designated emergency site, unless an injury requires release to an emergency medical facility.
3. Signs will be clearly posted at and around Kids Stuff Center giving destination of evacuated children.
4. There will be a specific area for claiming and signing out children at the evacuation site. Only adults previously authorized on the emergency cards will be able to sign out children.

XII: Behavior Policy:

One goal of discipline at Kids Stuff Center is to keep the children safe from both physical and emotional harm and to keep the center safe from abuse and misuse by the children. Another goal of discipline is to teach children through sensitivity, consistency, fairness and follow-through.

The following behaviors are not acceptable at Kids Stuff Center:

1. Endangering the health or safety of children, staff or other adults.
2. Use of profanity, obscenity, verbal harassment, or racial comments.
3. Theft or damage of school, center or private property.
4. Leaving the center without permission.
5. Possession of weapons.

6. Continuous refusal to follow acceptable rules of behavior.

Kids Stuff Center Discipline Policy:

When a child has not been meeting the behavior standards listed above, the following steps will be taken:

- Step 1:** Encourage positive behavior through reinforcement.
- Step 2:** Alternative behaviors are discussed with child.
- Step 3:** If behavior continues, child receives a documented 5-minute time-out.
- Step 4:** In the case of continual or extreme behavior problems, the Director will contact parent, verbally or in writing. At this time a behavior contract may be initiated.
- Step 5:** A parent/Director conference will be held.
- Step 6:** A progress check or follow-up conference will be held.
- Step 7:** If problem is not resolved the Director may consider the possibility of removing the child from the program.
- Step 8:** Immediate termination from the program will be considered in extreme situations if child's behavior threatens the safety or well being of others.

Please direct any inquires about behavior to the Center Director. They will discuss any parental concerns with the appropriate staff at the appropriate time.

If a child is suspended from the elementary school, they will also be immediately suspended from Kids Stuff Center for the same period of time. Kids Stuff Center shares I.U.S.D.'s zero Tolerance Policy.

XIII: Program Dismissal:

Kids Stuff Center reserves the right to dismiss any child from the program for any of the following reasons:

1. Delinquent payment.
2. Disregard of opening and closing times.
3. Child's inability to follow Kids Stuff Center rules and procedures.
4. Child's continual and/or significant harm to other children and leaders.
5. Child's inability to follow directions and stay within Kids Stuff Center boundaries.
6. Child's inability to follow normal bathroom procedures.
7. Child's destruction or theft of Kids Stuff Center or others property.

8. Any child who requires more than the California State accepted 1-14 staff supervision.
9. Any child who requires medical attention that surpasses the first aid training.
10. Continual disrespect to leaders.

XIV: Adult Rules of Conduct:

The following behaviors will not be tolerated by any adult present at Kids Stuff Center:

1. No child or adult will be physically abused at the center.
2. No child will be verbally abused or harassed.
3. No profane or obscene language will be used in the presence of children or staff members.
4. No alcoholic beverages are allowed at the center or any center activities.
5. No illegal drugs will be allowed at the center or at any center activities.
6. Smoking is prohibited on the center premises.
7. Theft or damage of property or belongings is prohibited.
8. Failure to follow the **Adult Rules of Conduct** will result in program termination from Kids Stuff Center.
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XV: Parents Rights:

1. Parents, upon presentation of identification, have the right to enter and inspect the day care facility in which their child is receiving care without advance notice to the provider. Entry is limited to the normal operating hours while their child is receiving care.
2. The law prohibits discrimination or retaliation against any child or parent/guardian for exercising their right to inspect.
3. The law requires that parents/guardians be notified of their rights to enter and inspect.
4. The law requires that this notification of parent's right to enter and inspect be posted in the facility in a location accessible to parents/guardians.
5. The law authorizes the person in charge of the day care facility to deny access to a parent/guardian under the following circumstances:
 - a) The parent/guardian is behaving in a way which poses a risk to the children in the facility or
 - b) The adult is a non-custodial parent and the facility has been requested in writing by the custodial parent to not permit access to

the non-custodial parent. The center must have a court order on file in order to follow this policy.

XVI: Children's Rights:

Each child at Kids Stuff Center shall have personal rights, which include, but are not limited to, the following:

1. To be accorded dignity in his/her relationships with staff and others.
2. To be accorded safe, healthful and comfortable accommodations, furnishings, and equipment.
3. To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of punitive nature, including but not limited to: interference with daily living functions, including eating, sleeping, or toileting; withholding of shelter, clothing, medication or aid to physical functioning.
4. To be informed and to have his/her authorized representative, if any, informed by the licensee of the provisions of law regarding complaints including, but not limited to, the address and telephone number of the complaint receiving unit of licensing agency and of information regarding confidentiality.
5. To depart or leave the facility at any time under the supervision of a recognized guardian or designated individual.
6. Not to be locked in any room, building, or facility premises by day or night.
7. Not to be placed in any restraining device.

XVII: Admission Agreement 101195(b)(c):

The Department of Social Services licensing agency shall have the authority to interview clients, including children or staff, and to inspect and audit client or facility without prior consent. The Department of Social Services or licensing agency shall have the authority to observe the physical condition of client, including conditions which could indicate abuse, neglect, or inappropriate placement and to have a licensed medical professional physically examine the client. Appropriate identification from the licensing agency will be obtained prior to the interview.

