SNACKS

A **parent provided,** nutritious snack will be offered daily between 4:00-4:30 p.m. Kids' Klub is a nut free program –NO PEANUT OR NUT PRODUCTS. All snacks need to be labeled with the child's first and last name and the date the snack is to be eaten, for licensing reasons.

DISCIPLINE

Student behavior while in Kids' Klub is expected to be consistent with that during regular school hours, as outlined in the section Discipline Code of Student Conduct of the St. Monica Catholic School Family Handbook.

Our first priority is to help the child maintain self-control and preserve his or her dignity. We accomplish this by setting realistic goals, upholding expectations consistently, and encouraging kids to talk to each other to work out problems. In the event that a situation warrants disciplinary measures, students will always be treated with respect and understanding. No child will be excluded from outdoor play as a disciplinary action, if the child has not been provided with these opportunities at other times of the day. Timeouts will be issued by the Director for any serious offenses including: abuse of any form, participating in or instigating a fight, serious disruptive behavior, inappropriate language or gestures, or disrespectful behavior of any kind. Kids' Klub Discipline Referral Slips can result in the suspension/expulsion of a student from Kids' Klub. Disciplinary action for serious offenses lies solely at the discretion of the director.

HEALTH CARE PLAN

A complete Health Care Plan is available in room 113 for your examination. Listed below are the topics listed in the plan:

• Hand washing policies and procedures • Handling of Bodily Fluids policies and procedures • Cleaning and Sanitizing policies and procedures	• Controlling Infection - Universal Precautions • Illness and Criteria for Keeping your Child Home • Illness and Criteria for Keeping your Child Home • Health Resources

SUPERVISION AND RATIO

St. Monica Kids' Klub adheres to State of Michigan student/supervisor ratio requirements of one adult per 18 students in grades K-8. When preschool students are present, the ratio changes to one adult per 12 students.

Kids' Klub

Parent Guide

2022-2023

The St. Monica Kids' Klub program is designed to offer quality after-school childcare to students enrolled at St. Monica Catholic School, in an atmosphere that fosters self-esteem, self-reliance, and group interaction through developmentally appropriate activities. This program is licensed by the State of Michigan, Department of Human Services.

DAYS/HOURS OF OPERATION

Kids' Klub Hours 3:00 p.m. – 5:30 p.m.

Kids' Klub follows the St. Monica Catholic School year calendar. If for any reason school is cancelled, there will be NO Kids' Klub. When there is an emergency early dismissal, Kids' Klub will only be available to students who are currently registered. There will be NO After-School care on half days that fall before Christmas or Spring Break.

Kids' Klub closes at 5:30 p.m. SHARP. Any student picked up after this time will be charged $5.00 FOR EVERY MINUTE PAST THE CLOSING HOUR. This charge will be strictly enforced. The time will be determined from the clock in the Kids' Klub classroom. The director may use discretion for extenuating circumstances.

PICK UP

Students will be released to parents and only those adults whose names appear on the Child Information Form, unless a written note or phone call is received from the parent prior to the release of the child. **Pick-up is at the Kids Klub doors – the set of double doors directly across from the Rectory on the West side of the building**. Entering the circle drive, turn left, drive to the end of the school, turn right and go to the first set of double doors on your right. There is a doorbell you can ring when you arrive. If no one answers, they could be outside on the playground or in the gym, so please check the gym doors or the playground.

STAFF

The St. Monica Kids' Klub director has been approved by the State of Michigan, Human Services Department. The director is responsible for overseeing the program, hiring, and supervising staff, the supervision, safety and care of the children, planning and implementing the daily program and billing. Additional caregivers are responsible for the supervision, safety and care of all Kids' Klub kids.

LICENSING NOTEBOOK

A preschool licensing notebook is available for parents to review during regular school hours. The notebook contains all licensing inspection reports, special investigation reports and all related corrective action plans from November 28, 2012 to the present. Licensing inspection and special investigation reports from the past two years are available on the Bureau of Children and Adult Licensing website at www.michigan.gov/michildcare.

PLAYGROUND

St. Monica Catholic School's playground has been inspected and meets the requirements of the Handbook for Playground Safety.

Revised March18CB

ILLNESS & INJURY

If your child becomes ill at Kids' Klub, you will be notified and will be expected to pick him/her up as soon as possible. Medications cannot be administered unless prescribed by a doctor. In the event of an emergency, first aid will be administered and the school will attempt to notify the parent immediately. The school must be notified if a child suffers from epilepsy, asthma, allergies, or other conditions that might cause fainting or other serious symptoms so that proper procedures might be followed with the least possible trauma to the child.

If your child becomes ill at Kids' Klub, our exclusion policy for child illness requires your ill child to remain in the office until they are picked up in order to reduce the chance of contaminating other children. Staff members who become ill, will be immediately removed from Kids' Klub.

If the center becomes aware that a staff member, volunteer, or child in care has contracted a communicable disease, the school will notify parents with the name and symptoms of the communicable disease.

ADMISSION

Students in Pre4 – 8th grade are eligible. Registration through the Kids' Klub director or Main Office is mandatory. **Parents must return provided documents prior to a student's admission in the Kids' Klub program.** This guarantees the student a place in the program.

LOCATION & CONTACT INFORMATION

Several classrooms are utilized for Kids' Klub, as well as the playground when available. **The Kids' Klub Director can be reached at (269) 271-3115 or emailed at** stmkidsklub@stmonicakzoo.org **during operating hours.** Voicemail messages can be left at this number and will be responded to as soon as possible. The school office will be closed.

FEE POLICY AND PAYMENT

Full Day of School: $3/hour* per child (*rounded up to the nearest quarter hour). A billing statement is available in RenWeb on the first of every month for the previous month. Full payment is due upon receipt. Payment can be made online or by check written to St. Monica Kids' Klub. Accounts must be PAID IN FULL by the 15th of each month. A late fee of $5.00 may appear on the following month's statement for any fees collected after the 15th. **Families who carry an outstanding Kids' Klub balance will not be permitted to use Kids' Klub until payment is received in full.**

DAILY PROGRAM

The Kids' Klub schedule includes outdoor activities such as using the playground equipment or organizing team-building activities and includes indoor activities such as table games and arts and crafts. Instructional videos are reserved for rainy and very wintery afternoons.