

**Community KidzKare**  
**Afterschool Program at Farley Community Church**  
**12302 Bell Road**  
**881-1530**

**PURPOSE**

The purpose of Community KidzKare is to provide a safe and caring environment in which children may receive supervised care after school with a Christian atmosphere. The program is designed to assist children in their physical, educational, social and spiritual growth.

**POLICIES**

**Admission Requirements**

Children from kindergarten through 8<sup>th</sup> grade are accepted on a regular full-time basis or a part-time basis (less than five days a week). All applications and forms must be completed and returned to the office. A CERTIFICATE OF IMMUNIZATION and a copy of the parent's insurance card must be on file for each child.

**Hours of Operation**

Children are received (or picked up by an authorized KidzKare vehicle) at 2:30 p.m. and should be picked up no later than 6:00 p.m. Failure to adhere to this pick-up time may result in the termination of services.

**Pick-up Procedure**

A child may not leave church premises until he or she has been **SIGNED OUT** by a responsible adult. In an emergency, a parent will be contacted for authorization. **In the event of an emergency/late pick-up, parents are to contact the office (881-1530). After 6:00 p.m. there is a late fee charge of \$1.00 per minute per child after 6:00 p.m.**

**Health and Safety**

If a child becomes ill or injured while at Community KidzKare, the parent will be called to pick them up as soon as possible. If a child is injured or sick while **at school** and is picked up early (before 2:30 p.m.), the parent must notify Community KidzKare by 2:00 via telephone and let KidzKare know that the child will not need to be picked up.

**Any child requiring medication to be given at KidzKare must have a doctor's prescription for that medication on file in the office and must also have a signed form from the child's parent giving KidzKare permission to administer medication. ABSOLUTELY NO MEDICATION (either prescription or over the counter) WILL BE ADMINISTERED TO ANY CHILD WITHOUT THESE PROPER FORMS. This includes Tylenol, advil, motrin, vitamins, cough syrup, chap stick, sunscreen, etc. No child will be allowed to bring any of these to KidzKare without a physician's prescription pad note authorizing and detailing administration of these items..**

Community KidzKare requires a signed Release Statement to be on file for each child verifying that the parent will assume full responsibility for any/all expenses incurred due to injury in the program or an accident in a church-approved vehicle.

Children must wear shoes and appropriate clothing to Community KidzKare.

**ABSOLUTELY NO WEAPONS OR FIREARMS OF ANY KIND (REAL OR TOY) WILL BE ALLOWED TO BE BROUGHT. IF THESE ARE FOUND ON YOUR CHILD, YOUR CHILD WILL IMMEDIATELY BE DISMISSED FROM THE PROGRAM.**

## **Discipline**

Discipline of children shall be consistent and fair. Limits and rules shall be understandable to the children to whom they apply. No corporal punishment will be administered.

When a child exhibits disruptive behavior (such as fighting, abusive language, disrespect, disobedience), it will be documented and the parent notified. Upon the second infraction, if the circumstances warrant, the parent may be called to pick up the child. A conference will be arranged with the parent, teacher and director. Additional offenses may result in dismissal from the program. A child that has been dismissed will not be eligible for re-enrollment in Community KidzKare. **If at any time a child's behavior endangers the safety of himself or others, the child may be discharged from the program immediately.**

## **Snacks**

A snack will be served daily. If your child chooses to do so, he may bring a snack from home. Due to allergies, no child may share food with another child.

## **Tuition**

\$40 per week for one child; \$70 per week for two children in the same family; \$90 per week for 3 or more children in the same family. If your child is enrolled on a part-time basis (less than 5 days a week), the tuition will be \$12 per day per child.

If you do not need to have your child picked up by KidzKare at the end of the school day, the parent must notify Community KidzKare by 2:00 via telephone and let KidzKare know that the child will not need to be picked up. You will not be charged for that day IF YOU CALL KIDZKARE by 2:00 p.m.. If you fail to call KIDZKARE by 2:00 to notify us that your child will not need to be picked up, there will be a penalty fee of \$10 per child added to that day's regular fee.

**Tuition is due on the week the child is present unless other arrangements have been made and approved in the office.** A late fee of \$5 per family will be charged if payment is not received on time.

A child will be dismissed from the program after two weeks of nonpayment of fees. **A \$30 fee will be charged if a check is returned for any reason. Cash payment may be required for all fees thereafter.** No cash will be accepted without a receipt being given at the time of payment. Parents are responsible for having correct change when making cash payments.

All fees are payable as scheduled. Exemptions from payments will be given only for death of an immediate family member or illness involving one week or more in duration and only with a written doctor's excuse. A student will be exempt from charges during those times only if he or she is also absent from the regular school day.

**If the public schools are closed due to inclement weather, you will not be charged for the days that public school is closed.**

## **Schedule**

Community KidzKare will follow the schedule of the Huntsville City Schools. If the schools close early (before 2:30 due to inclement weather, etc.), the parent is responsible for picking up his/her child at the public school. KidzKare will pick up the children on any half-day scheduled for the public schools.

## **Severe Weather**

Community KidzKare will use the same guidelines for severe weather as are followed during the regular school day. Designated areas which provide the most protection will be used in a severe weather warning.

A weather alert radio is available at Community KidzKare. If a warning is issued, the Director will order all students and staff to the designated area.