

Community KidzKare  
Summer 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 with a Christian atmosphere. The program is designed to assist children in their physical, education, social and spiritual growth.

**POLICIES**

**Admission Age Requirements**

Children entering Kindergarten in the fall and who are 5 years old, or children who have completed 8<sup>th</sup> Grade are accepted in our Summer Program on a regular full-time or drop-in basis.

**Hours of Operation**

Children are received from 7:00 a.m. and are to 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.

**Drop-off and Pick-up Procedure**

A child must be brought to the church by a responsible adult or parent. Each child must be **SIGNED IN** at the church office upon arrival and must be **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 church. After 6:00 p.m. there is a late fee charge of \$1 per minute per child.

**Health and Safety**

If a child becomes ill or injured while at Farley Community Church's Community KidzKare, the parent will be called to pick them up immediately. No child will be permitted to come if he/she is sick or has any contagious illness. All children must be fever-free, vomiting-free and diarrhea-free for 24 hours before returning to KidzKare.

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, etc. No child will be allowed to bring any of these to KidzKare.

Community KidzKare requires a signed release statement to be on file 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. If your child attends in inappropriate clothing, you will be called to bring appropriate clothing for your child.

**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 and Lunch

A morning snack and an afternoon snack will be served each day. If your child chooses, he may bring his/her snack from home, but no child will be allowed to share his/her snack with another child.

Each child will bring his/her own sack lunch each day, no microwaveable meals allowed. Community KidzKare will not provide lunches. Please be sure to have your child's lunch **MARKED WITH HIS/HER NAME ON IT**. If you bring your child a lunch after he/she has arrived at KidzKare, you must bring that lunch to the KidzKare office and it must be brought by 10:30 a.m.

### Tuition

Tuition is \$95 a week for one child, \$170 a week for two children, \$220 a week for three children for children enrolled on a weekly basis. The Drop-in fee (for children who are registered for less than a 5 day a week period) will be \$30 per child per day.

Tuition is due on Monday or the first day of the week your child is present. A late fee of \$5 per family may be charged if payment is not received on time. The tuition for Drop-in children must be paid daily.

**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. 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 or absences involving one week or more in duration provided you present us with a doctor's exemption form. If your child is registered to come on a weekly basis, that tuition is due even if your child does not attend. You must return a completed Summer Exemption Form stating the weeks your child will not be attending KidzKare and these weeks will be exempted from your tuition. The Summer Exemption Form must be given to the KidzKare office by May 5th in order to allow for your exemptions.

All existing unpaid school year fees owed to Farley Community Church KidzKare must be paid in full before a child may enter the Summer Program.

### Schedule

Community KidzKare will be open from 7:00 a.m.-6:00 p.m. We will not be open for specific holidays (like Memorial Day and July 4<sup>th</sup>). Parents will always be notified in advance of the closing.

### Field Trips

Field trips may be taken as a school or as a class. No field trip will be taken involving a vehicle without written notification and a permission slip signed by the parent giving your child permission to participate. Also, all fees and transportation costs will be paid for by the parent prior to the field trip.

All field trips scheduled for that child's grade are mandatory for all children in that grade. For the safety of all the children involved, **NO PARENT WILL BE ALLOWED TO ACCOMPANY US ON FIELD TRIPS.**

### Other Requirements for Admission

Every child shall have all forms completed and up-to-date. Also each child must submit a **CERTIFICATE OF IMMUNIZATION** (or a blue card). A copy of this Certificate of Immunization is permissible.

***A deposit of the first week's tuition is required for admission in the Summer Program and must be paid by May5.. Drop-In children shall pay a \$50 deposit by May 5th for admission in the Summer Program. These fees will be applied to the last full week's tuition and are NON-REFUNDABLE.***