



Kid Space Policies and Procedures 2011- 2012

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www.KidSpaceRocks.com

Kid Space Aftercare provides a healthy and challenging environment for students in Kindergarten through 8th grade. Our program centers around age appropriate sports programs as well as Art, Drama and Craft activities. Kid space staff members have been trained to encourage team building activities. At

Kid Space we are all on the same team.

Bullying and name calling are never tolerated.

Operating Hours

6:30am -6:30pm

Program Activities

Martial Arts: Tae Kwon Do, Grappling and Jiu Jitsu

Hip Hop Dance

Tumbling

Help with Homework

Legos, Board Games, Sand Area, Computer Lab

Air Hockey, Pool, & Ping Pong

Two Indoor BasketBall Hoops

Field trips & special guests on Camp days

Qualified Staff

Background Checks

CPR & First Aid Certified

Safe Driving Records

Non Refundable Registration fee \$40

A Martial Arts uniform will be provided for those students paying a registration fee.

When enrolling please be aware: registration and first week's tuition are required to hold your spot. These funds are non refundable.

Policy on Late Pick up

We understand that traffic and other outside factors may cause you to run behind schedule on an occasion. We will work with you as much as possible, but please understand, we have schedules to keep. When you reach us after 6:30pm, Kid Space has been open 12 hours. The staff waiting with your child has, like you, had a long day. Please be considerate of their time and make every effort to arrive by 6:30 each evening. Repeated tardiness for whatever reason will not be tolerated. If lateness becomes a problem you will be notified in writing. habitual tardiness will result in removal from our program.

Late Pick Up Fees

Parents arriving after 6:35pm but before 6:45pm will be charged \$10.

Parents arriving between 6:45pm and 7pm will be charged a \$20 fee.

Late pick up fees will be enforced without exception. If this fee is not made at the time of pick up it will be added to the following week's invoice.

Illness

Our goal is to maintain a safe and healthy environment for our students and staff. Children must be healthy and free of communicable diseases to attend. Please do not send any child who has had a fever, diarrhea, or vomiting in the last 24 hours. A child with an unexplained rash may require a doctor's note to resume attending. If your child becomes ill while attending, you will be called for pick up. Exposure to communicable diseases and infectious illness should be reported so we can be on the lookout for early symptoms in other students. Parents will be notified if any students having a communicable disease have been in contact with their child while in our care as well.

Medication Policy

Kid Space staff cannot administer any form of medication, whether over the counter or prescribed by a doctor or dentist.

Accident or Injury

While we take every precaution to prevent childhood accidents and injuries, it is a normal part of children's growth as they develop to test their limits and their motor skills. If a child is injured while in our care and medical attention is required, basic first aid will be administered and the parent or guardian will be notified immediately. If the situation is an emergency, we will follow center procedures and notify parent or guardians immediately. An accident report from the supervising adult will be written and signed by all involved. It is vital that parents keep their emergency information up to date. All information must be updated every quarter. It is the responsibility of the parent to notify Kid Space of any changes in contact information.

First Aid Kits

First Aid Kits will be easily accessible by staff members in different parts of the facility. We require at least one CPR/First Aid Certified staff member to be available in the building at all times.

Release to persons other than Parent or Guardian

In order to ensure that only the appropriate persons are picking up our students from after care, only the individuals designated on your information card will be allowed to pick up your child from our program. All changes and additions must be made in writing. No one under the age of sixteen may pick up a child. All information about a child will remain confidential and should only be used for the care and safety of the child. You will be asked to update your student's information cards every three months to ensure the current information is included.

Policy For Account Payments and Collection

We currently accept, cash & checks, as well as debit cards.

1. All tuition payments should be made on or before Friday to pay for tuitions due the upcoming week.
- 2. If payment is not received by 6:30PM on the following Monday, tuition due will be charged to the credit card held on file with a \$20.00 late fee.**
3. A \$25.00 charge will be added to your account for a returned check. After having a check returned due to insufficient funds, you may be required to remit all following payments with cash or money order.
4. All cash payments MUST be given to the site director or office manager and a receipt will be given to you.
5. No postdated checks will be accepted.
6. If a pattern of late payment persists, the director will schedule a meeting to discuss the continuation of our services.

Enrollment & Tuition

Enrollment for after school care is broken up into two sessions.

Session 1: August 22nd 2011 - December 16th, 2011

Session 2: January 2nd , 2010 - June 8th, 2012

Tuition is based on a per semester rate which is available on your contract.

We allow payments to be made in full for the semester or by the week.

Payments are due regardless of attendance and will not be prorated during these contracted weeks.

Tuition is due for each week during semester.

The public school winter break schedule begins mid week this year. Our semester 1 contract ends on Friday, December 16th. Public school will be open on Monday, December 19th for a full day and on Tuesday, December 20th for a half day. If you would like your child to attend these two days and they will NOT be attending winter break camp the remainder of the week, the cost is \$40. If your child is attending these two days as well as the remainder of the camp days this week, the cost is \$115.

Week two of Winter Break (December 26th-December 30th) the cost is \$135, or \$30 a day when daily spots are available. Students with continued enrollment will not be charged a registration fee through out the school year.

Vacation Week

Each student will receive 1 week of vacation each calendar school year, which may be applied to any 1 week. This is not 5 days to be applied separately however; a vacation week must be applied to an entire 5 day week. Vacation requests must be submitted in writing 14 days prior to use.

Camp Days

Camp days are days the schools are closed for teacher work days or minor holidays when most others still have to work. Kid~Space will be operate camp on those days. Regular weekly tuition will be due and an additional \$10 per camp day attended will be collected.

Early release days are included in regular tuition.

Kid~Space will be closed on the following major holidays;
Labor Day, Thanksgiving, Christmas, New Year's Day, and Memorial Day.

Sibling Discount

A family discount is offered to families with more than one child attending the center. First child pays regular tuition. Discounts vary by program. Please ask a staff member for details.

Waiting List

Kid Space maintains a waiting list established on a first-come, first-serve basis. When space becomes available, the center will contact families on the waiting first.

Field Trips

Students are required to wear a Kid~Space T-shirt while on field trips. In order for your child to participate in camp day field trips, a field trip waiver must be signed and kept on file. Times listed for field trips are actual times we will be at the planned location. These times do NOT include travel time to and from the activity. On most occasions we will be leaving Kid~Space 30 minutes prior to the time listed, and arriving back within 30 minutes of the end time. Please check with the director for information on specific trips.

Van Safety: Conduct and Behavior

Children must wear safety belts at all times while in the vehicle. Any misconduct on the van will lead to loss of activity time.

Discipline Policy

We use positive guidance techniques such as modeling and encouraging expected behavior, redirection and setting clear limits. "Time Out" is used when necessary.

Pushing, fighting and biting will not be tolerated and if such occurrences transpires the staff will place the child(s) in "Time Out" and the each child will be spoken to one on one. Privileges will be taken away from children who do not cooperate and abide by the program's safety rules.

To ease the uncertainty that sometimes occurs when both parent and teacher are present and a child is acting up, the center will discipline your child in your presence.

Martial Arts Uniforms

Students are expected to participate in all Kid~Space activities unless parents notify us ahead of time. Martial Arts is an important part of our curriculum. In teaching students responsibility, we ask that they bring their karate uniforms to class on Monday, Wednesday, and Friday or every week. These are Karate days. PLEASE WRITE YOUR CHILD'S NAME IN BOTH THE TOP AND BOTTOM OF THEIR UNIFORM. Uniforms may be left at Kid Space throughout the week. Please put them in a bag clearly marked with your child's name and take them home on Friday evenings to wash. Thank you

Enrollment/ Termination Policy

All children are accepted into the center on a trial basis for a period of one month, with a provision for termination from the program with 2 weeks written notice. We do not believe a child should remain at the center unless he/she derives some benefit from the program. After the trial period, the center reserves the right to dismiss a child from the center for the following reasons:

- Consistent disruptive behavior by a child, causing excessive classroom management problems for the staff and/or any special developmental needs, which the staff cannot adequately meet.
- Lack of cooperation from the parents to support the following guidelines:
 - Habitual late pick-up of a child, or continued use of the center beyond normal scheduled hours.
 - Out of date emergency/ contact forms
 - Verbal, physical or psychological abuse of staff, parents, children or anyone connected with the center by an adult associated with the child or the child itself.
- Continued delinquency of payment.

Check In/ Check Out

Parents or registered guardians will need to sign students in and out at the front desk.

Tax Reporting Information

Our tax ID number will be available on our website from January-April.

Miscellaneous

Be sure to check out our website for information on closures due to Natural Disasters, Holidays, etc.

Parent's Night out!

6:00 - 11 pm 2 Saturday nights a month (check calendar for dates)
\$15 per enrolled child (\$25 for un enrolled students) \$5 sibling discount

Dinner, Activities & snacks will be provided. Dates and specific activities will be posted on our website and in our newsletter. Activities include, Karate, Movie night, Dance, Video game challenge, Lego Mania, & more.

Policies and Procedures are at the director's discretion and are subject to change.

A word of advice:

WRITE YOUR CHILD'S NAME ON EVERYTHING THEY BRING TO Kid~Space!

NO matter how big or small the item, you'll be glad you did!! :)