

KidsCare



Policy and Procedure Handbook

**Lillian M. Jacobs
Elementary School
180 Harborview Rd
Hull, MA. 02045
781-925-8012**

Statement of Purpose

It is our goal at *KidsCare* to offer a stimulating, enjoyable and safe environment for young children. We offer a program where children can make friends and have fun while learning in a place prepared for them. Full and part time sessions are available Monday through Friday. Morning Hours: 7:00AM-8:35AM
After School Hours: 3:15PM-6:00PM. Vacation and Summer Program Hours: 8:00AM-6:00PM

Philosophy

At *KidsCare*, the staff values bringing children together to share, cooperate and learn. Socialization skills are emphasized to enhance positive peer relations, build self-esteem, confidence, foster independence, creativity and instill a joy of learning. Our philosophy uses the developmental approach. We offer hands on environment where children can explore and enhance curiosity through social and emotional and cognitive development.

KidsCare promotes a learning environment that includes and expands on science, pre-math, social studies, literature, art and music. The staff seeks to provide a nurturing and caring environment in which the children obtain knowledge from their surroundings.

Our Staff:

Early Childhood Educators staff *KidsCare*. The program director will supervise the daily program and lead the curriculum planning sessions. All educators are committed to providing young children with support, guidance and stimulation. *KidsCare* will be held in two separate classrooms.

Tuition Schedule:

Tuition must be paid at the beginning of each week or month (see termination policy). Checks should be made payable to: *KidsCare Hull Community Schools*.

Morning Program rate: \$6.00 per session

After school hourly rate: Full-time- \$5.50 per hour

(Monday through Friday; 2 hours or more each session).

Part-time- \$6.00 per hour

(Minimum 2 days per week, 2 hours each session).

Massachusetts's job vouchers are accepted.

Parents/Guardians are expected to pick their children up at the end of their session. Failure to do so will result in a late pick-up charge. Parents/Guardians will be charged \$5.00 for every fifteen minutes they are late in picking up their child. Tuition payment is due if a child is absent on their scheduled day.

Enrollment Policy:

Enrollment is offered to children in Kindergarten through Grade 5 on a first come, first serve basis. *KidsCare's* calendar will follow that of the Jacobs School. Daycare will be available during the February, April and summer vacations. Sessions will be held on all half days throughout the school year. **Children must be registered** in order to attend the program. If you wish to enroll your child, please call *KidsCare* at 781-925-8012.

A parent interested in the *KidsCare* Program with the need of a rotating schedule must meet with the director to determine if it is feasible for their child to attend the program.

Drop Off and Pick-Up:

KidsCare will contact teachers with a child's schedule upon starting the *KidsCare* program. At the end of the school day *KidsCare* will collect Kindergarten children attending the program. Grades 1 through 5 will be responsible for transitioning from the classroom to *KidsCare*. Teachers will be informed where *KidsCare* meets. When departing with your child from the *KidsCare* Program, you must check with a staff **member and sign the exit attendance**. Children will not be able to leave the school with anyone other than a parent/guardian or those previously authorized. Notification of pick-up, by anyone other than a parent, must be in writing.

Health:

Your child may need to be sent home if any symptoms of illness appear during the school day. In such cases your child will be cared for in an area away from other children. Parents will be contacted. If parents/guardians cannot be reached, the emergency contact person will be called.

Prescription Medication:

It is the policy of the *KidsCare* Program not to dispense prescription medication.

Medical Emergency:

In the case of a medical emergency *KidsCare* will make an immediate attempt to contact a parent/guardian. If a parent/guardian cannot be reached, *KidsCare* will call the child's physician. When necessary, *KidsCare* will call an ambulance or paramedics. A staff member will travel to the hospital and stay with the child until a parent/guardian arrives. *KidsCare* will maintain a consent form signed by the parent/guardian agreeing to this provision.

Safety:

To ensure your child's safety, it is a parent/guardian's responsibility to contact *KidsCare*

if the child is absent or dismissed on the day they are scheduled to attend the program, or if their child is enrolled in an after school program (e.g. Jasper, Academic Support, Brownies). It is a parent's responsibility to contact *KidsCare* and teachers of schedule changes. While *KidsCare* endeavors to provide the utmost care to each and every child, on a very rare instance unanticipated events may occur, such as a child getting on a bus. In these instances, it is the parents' responsibility to share with us a contingency plan in mutually resolving unforeseen occurrences. The *KidsCare* number is 781-925-8012.

Snacks:

We ask that each child bring in a nutritional snack each day. Staff members will assist children with opening containers and packages. **All snacks must be peanut free.**

Snow Days:

Cancellation of *KidsCare* and early dismissal due to inclement weather will follow the Hull Public School closure policy. It is important to have an emergency pick-up person listed on registration forms in the event a parent cannot pick up their child.

Non-Discrimination Policy:

KidsCare does not discriminate in providing services to children and their families on the basis of race, color, national origin, age, gender, religion, sexual orientation or disability.

Discipline Policy:

The rules and regulations at *KidsCare* specifically prohibit corporal punishment (including hitting, slapping, and spanking or cruel or severe punishment, humiliation or verbal abuse). We discipline children to protect them from hurting themselves and others and to teach them acceptable behaviors. To teach a child to develop control for his/her own actions independently is the goal of discipline. It is important to us to clearly explain the rules to children when they first attend *KidsCare*. Children like to know what limits are and like to know that such limits will constantly be enforced. We discipline children in the following manner:

1. We will separate the child from the group for a short period of time until the child feels that he/she can rejoin the other children. There is no specific "time out" area in the classroom. This affords the child time to regroup without negative attention from his/her peers.
2. We encourage children to express anger in words (appropriate words) rather than hitting or disrupting the activities of other children.
3. We will talk with the child, in private, about his/her inappropriate behavior and give the child suggestions on how to more appropriately

deal with such situations.

4. We will show children by our own actions how we wish them to behave.

If a child exhibits unacceptable behavior and the Discipline Policy has been activated with no improvement in behavior, *KidsCare* reserves the right to suspend the child from the program for the amount of time deemed necessary.

This policy is based upon widely accepted child development practices. Experts in the field of Child Development also stress the importance of deciding in each and every instance what method of discipline is appropriate, keeping in mind the age of the child, the particular child's personality and the particular "wrong doing."

Abuse and Neglect:

As required by law, the staff at *KidsCare* will report to the Department of Social Services any suspicion of child abuse, neglect or endangerment.

Termination of Services Policy:

KidsCare reserves the right to terminate daycare services for the following reasons:

1. The discipline policy has been utilized and the child continues to be physically aggressive and is thereby a threat to his/her own personal safety, the safety of other children, and the safety of the staff.
2. The tuition obligation has not been fulfilled as stated in the tuition policy.
3. A parent is persistently late in picking up his/her child.

Notification of termination will be given to parents in writing. A description of the action leading to the termination and attempts by the staff to rectify it will be included. *KidsCare* will provide information and a list of available referral services.