

**St. Edward School**

# **KIDS CLUB**

*An Extended Day Program*

2019-2020  
Handbook

Mrs. Jean Fay, Director

Kids Club hours:

6:45am-7:45am

Dismissal – 6:00pm

Direct Line: 510.793.5663

[jfay@cndo.org](mailto:jfay@cndo.org)

St. Edward School  
**KIDS CLUB**  
*An Extended Day Program*

St. Edward KIDS CLUB is a program provided by the school to serve the needs of students who need extended hours of supervision before and after the regular school day. The ultimate goal of this program is to extend the Philosophy of St. Edward School into the after school environment for our children. (See Parent Handbook) Thus, in a Catholic setting, we seek to provide for the physical, academic, social, and emotional needs of our young people.

The following information will help acquaint you with this program. We welcome your suggestions or ideas for improvement of this program. We want to work together to make our Extended Day program a successful and worthwhile experience for both you and your children.

Sister Carolyn Marie Monahan

Principal

Jean Fay

Kids Club Director

## **Vision:**

St. Edward Catholic School is a Christ-centered community rooted in the Dominican tradition and charism. Dedicated educators provide an excellent education that empowers students to meet academic challenges and **deepen their faith and commitment to service.**

## **Philosophy:**

In partnership with parents, faculty and staff provide an integrated curriculum permeated by the teachings of Jesus Christ. Engaged in varied learning experiences, our students discover within themselves a love of learning, the importance of outreach, and a desire to grow closer to God. Through their spiritual, moral, academic, and physical development, we teach the whole child, preparing our students to meet the challenges of the future.

## **Hours of Operation:**

Kids Club is offered only on days that school is in session\*.

Morning care is offered from 6:45-7:45 am, and after school care will be offered from dismissal until 6:00 pm. Dismissal is usually at 3pm except for Wednesdays and minimum days.

Any child participating in an after school activity (student council, study hall, journalism, tutoring, sports, etc.) has a 15-minute grace period before they are charged the hourly rate in Kids Club. If they are not picked up within those 15 minutes the charges will begin from the time school is dismissed.

- \* *Kids Club will not be offered after dismissal on the minimum days preceding the Thanksgiving, Easter, Christmas Holiday Break and the last day of school in June. Kids Club is only offered for morning care 6:45-7:45am these days.*

## Registration:

Any child admitted to the program must have on file a registration form and signed parent agreement, an emergency form, the signed agreement at the end of this handbook, and an authorization card.

## Payment Plans And Procedures

Parents have the option of registering their children in the program. All children need to be signed out **both** on the computer and on the written log verifying the **time** the child(ren) were picked up. **If this is not done, the charge for the day may be until 6:00 pm.**

For families with two or more children on any rate plan, a 10 percent discount will be calculated on the oldest child.

## Option A: Registration in the Program

For those who register, three payment plans are available. Registration fees are \$75 with \$25 for each additional child per family.

### **(1) Registered: Prepay A**

Prepay A participants are charged a set monthly fee based on choosing hourly weekly care in advance. Payments are over a 9-month period (September-May). Refunds will not be given if care is not used.

If additional minimum days are added during the year, there will not be an additional cost. If hours are used in excess of the plan, participants will be charged the “Registered: Drop-In” rate.

### **Prepay A Charges per month:**

6:45–8 AM Care	\$115.00
3–4 PM Daily (Inc. 12:30&2:15 – 3 Wed)*	\$166.00
3–5 PM Daily (Inc. 12:30&2:15 – 4 Wed)*	\$256.00
3–6 PM Daily (Inc. 12:30&2:15 – 6 Wed)*	\$320.00

\*Includes 12:30&2:15 dismissal coverage with the exception of the special TK/K/1<sup>st</sup> grade schedule during the first 2 weeks of school.

## **(2) Registered: Prepay B**

Prepay B participants are charged a set monthly fee based on choosing daily care in advance. (Charges are \$7.00 per child per hour.) Payments are over a 9-month period (September to May).

Refunds will not be given if care is not used. If additional minimum days are added during the year, there will not be an additional cost. If hours are used in excess of the plan, participants will be charged the “Registered: Drop-In” rate.

### **Registered: Prepay A and Prepay B (above)**

Parents may request schedule changes at any time during the school year; however, a \$15 recalculation charge will be assessed. Changes **MUST BE MADE IN WRITING** by the 15<sup>th</sup> of the month in order for the new contract to be effective the following month. No changes will be made after February. Parents will be responsible for payment if this procedure is not followed. If Prepay A or Prepay B is not chosen before August 25, a \$15 charge will be added to your bill, due with the first billing on September 1.

## **(3) Registered: Drop-In**

Drop-In participants are charged on actual hourly use based on the computer billing system. Charges will be based on ½ hour increments. The charge for this Plan is \$8.25 per hour.

### **Option B: Non-Registered: Drop in Rate**

No Registration fee is charged, but participants pay a higher hourly rate. The rate, billed from the time key, is based on **1-hour** increments at **\$14.00 per hour**.

KIDS CLUB ends at 6 PM daily. Any child left after this time will be charged \$1 for every minute after 6 PM.

The billing for each month will go out through e-mail between the 1<sup>st</sup> and the 5<sup>th</sup> of the following month; balances will be due when received. If payment is not received by the 15<sup>th</sup>, a late charge of \$25 will be added to the bill. If not paid by the 20<sup>th</sup>, the child may be dropped from the program. **Checks are to be made payable to**

**“St. Edward School” with a notation that it is for “KIDS CLUB” and given to the school office.** Returned checks are subject to a \$35 fee.

The last three weeks of school will be on a pre-payment plan for those who have not opted for Prepay A or Prepay B. A schedule will be sent to parents in April to fill out. Charges will be based on the hourly use of the program. **The hour, or any portion thereof, will be billed at the full rate of \$7.00.** Fees paid will be non-refundable.

**If the pre-payment plan is not chosen your child will be on a drop in basis and the charge will be \$14.00 per hour, or any portion thereof**

#### Check In / Check Out Procedures:

Before School Care: The parent or authorized person must bring the child/ren to the program and sign them in.

After School Care: Only parents or designated persons may sign the children out of the program. Children will not be allowed to leave the grounds until this has been done. **Written** notification must be given if a person other than someone previously designated on the authorization card is to pick up the children. We can accept **Faxes** or **E-Mails** from the parent, but a hand written note must be sent in the following day, authorizing the person who picked up.

The “pickup” person is asked to sign the child(ren) out on the written log verifying the time the child was picked up. Messages / general information will be displayed on the computer at check out.

Either parent may pick up a child unless a current court order is on file in the school office.

**Children cannot leave the school grounds after dismissal and then return to be signed into the program. Kids Club is considered an extension of the school day.**

## Implied Consent

Implied consent means a child will automatically be placed in Extended Care, if a parent drops off a child prior to 7:40am or is late in picking up the child after school dismissal time.

This is for the protection of your child since there is no faculty supervision prior to 7:40am or 20 minutes after dismissal.

Parents will be charged the according rate.

## Format:

We provide a structured format for the children including organized outdoor games, indoor activity tables (crafts, games, puzzles, play dough, cooking projects, books, coloring books, drawing and painting, etc.) and a quiet homework time where help is given if needed.

**Below is the time schedule generally followed daily:**

**3:00 - 3:20 Check in**

**Outdoor Play in Back field**

**3:20 - 3:45 Prayer and Snack**

**3:45 - 4:15 Homework in Age Groups**

**3:45 – 4:30 Homework for 6<sup>th</sup>-8<sup>th</sup>**

**4:15 – 5:00 Three Options available for Children to choose:**

**1) Homework / Quiet Area**

**2) Arts & Crafts/ Specialty Class**

**3) Outdoor Play**

**5:00 - 6:00 Indoor Organized games /  
Homework completion and  
Clean up**

**On minimum days, field trips may be planned and permission slips will need to be signed, before the child is allowed to leave School grounds. The official field trip form must be signed. No other form of written communication is approved by the Diocese.**

Snacks:

A snack will be served to all children daily. If your child is on a special diet or has an allergy to a certain food, please send written notification to this effect.

On 12:30pm minimum days, Kids Club participants are **required** to bring a sack lunch including a drink.

Behavior and Discipline:

Kids Club will abide by the same rules and guidelines as the school in behavior and discipline. Every child is expected to abide by the rules set forth by Kids Club, as well as respecting staff members, other students, guests and all property. If a child violates these standards, a warning will be given, then a time-out, followed by removal from that particular area. If the problem continues, a conference will be held with the parent as well as a written infraction given. The principal may be called in depending on the seriousness and the reoccurrence of the action.

No child shall be subjected, under any circumstances, to corporal punishment inflicted in any manner upon the body or to verbal abuse, or be deprived of regularly scheduled meals, or any part of meals or snack as punishment.

Inappropriate behavior may result in a child being excluded from the program temporarily or permanently depending on the seriousness of the situation.

### Emergency Procedures:

School insurance covers all children in the program. Fire and earthquake procedures will be the same as during school hours. Refer to the St. Edward School Parent Handbook.

Parents are requested to designate an out-of-state contact in case of an earthquake or other emergency.

### Medication:

A child who has any type of communicable disease or illness will not be allowed to attend the program. If your child becomes ill in the program, the parent / guardian will be notified.

If written notification from the parents is on file, properly labeled medication (prescription, non-prescription, or aspirin) will be given while a child is in Kids Club. Properly labeled means: the child's name, dosage, and frequency as well as the medical form required by the school (See Parent Handbook). Medication should be given to the Kids Club supervisor as soon as the child checks in unless it is kept in the school office. In that case, the Kids Club supervisor will bring the child to the school office to administer the medication at the proper time. An adult picking up child/ren will take home any remaining medication when they are checked out, if it is not kept in the school office.

### Child Abuse:

The Kids Club Staff are obligated to report cases of suspected child abuse under the Mandatory Child Abuse Reporting Law of California. If your child has an accident or has injuries that could look suspicious, please inform us.

### Grievance Procedure:

Parents should first direct their concern about the program to the director or staff. Only then should contact be made with the principal.

## Miscellaneous:

Change of address and phone numbers or emails should be reported immediately to the School Office and to the Director.

Birthdays will be observed once per month with a special snack and celebration provided by Kids Club. Parents may also bring a special treat for this day- please check with Kids Club Director first.

Children may not bring gum, candy, or money to the Kids Club program.

If a student has a cell phone, we ask that it be checked in with the staff upon arrival at KIDS CLUB. Phones will be returned to the student when they are picked up.

The School and the Kids Club Program are not responsible for loss or breakage of anything brought to the school.

The Kids Club telephone number is **510-793-5663** if you need to give a message to your child, or if there is an emergency, you may call this number. Information can be passed on to your child this way or if an emergency arises, notification can be given.

The program reserves the right to amend the handbook for just cause. Parents will be promptly notified in writing if changes are made.

Please sign and return the last page of this handbook, which indicates it, has been read thoroughly and you will cooperate with the policies and practices of the program.

We look forward to welcoming your child to Kids Club.

**Kids Club Agreement**  
**2019-2020 School Year**

We have read and agree to be governed by this handbook.

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Student Names (Please Print)

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Parent Signatures

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Date