

# Kids Club

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Parent Handbook  
2007-2008

Kids Club Preschool  
2007-2008 School Policies and Guidelines

**I. Overview**

**A. Mission Statement- *We Care for the Whole Child***

The WISC Kids Club community will foster a nurturing, cooperative, educationally appropriate environment, enabling each student to flourish. The goal of this program and the desire of its staff is to partner with families in providing learning through many age appropriate hands-on experiences, to foster respect and caring for one another, and to create a setting in which children may explore the world around them.

**B. Philosophy**

Kids Club Preschool's curriculum and programs are designed to meet the needs of the individual child with emphasis on socialization, learning through structured play, basic themes and concepts, independence, and ultimately kindergarten readiness.

**C. Program Highlights**

1. Theme based age appropriate curriculum
2. Student assessments twice annually
3. Monthly parent newsletters
4. Social development activities
5. Listening skill development activities
6. Language development activities
7. Physical Education Components

**D. Curriculum**

At Kids Club Preschool, children have daily opportunities for arts and crafts, play, painting, reading, problem solving, music, outside exploration and fine motor skill development activities. With classrooms organized into activity centers, children have the opportunity to learn by making their own choices and exploring through hands on activities. Each classroom is equipped with the following centers: Reading, Art, Music, Dramatic Play, Blocks and Manipulatives, and Science and Sensory.

**II. Registration Requirements:**

\*Registration Polices: **REQUIRED PRIOR TO ENROLLMENT**

- A.** Physical Examination by a physician is required for all children enrolling in a licensed facility. The form required for this exam is the School Entrance and Physical Examination and Immunization Certification. This form must not be older than 12 months prior to the

enrollment date of the child. This examination **MUST** be obtained before or within one month of enrollment.

- B. The State Board of Health requires immunizations and documentation on the School Entrance and Physical Examination and Immunization Certification. Updated immunizations will be obtained once between a child's fourth and sixth birthday.
- C. **COMPLETELY** filled out enrollment/registration form.
- D. Proof of Identity such as a copy of birth certificate.
- E. A non-refundable annual registration fee is required. Currently our registration fee is \$100.00.
- F. All families are required to have an active credit card number on file prior to the first day of school, no exceptions.

### **III. Operation and Schedules**

#### **A. Program Hours:**

Full Day Preschool 9:00am-4:00pm

Half Day Preschool 9:00am-12:00pm or 9:00am-12:30pm

Extended Care: 7:30am-9:00am and 4:00pm-5:30pm. (Available with full-day enrollment only)

Preschool is in operation from September - June

Summer Camp is in operation from June - September (Hours Vary)

School starts promptly at 9:00am! Please be sure to have your child here by 9:00am in order to not disturb the children's schedule and teacher's agenda. Tardiness to school may result in your child not being able to participate in all of our activities, crafts, and events.

#### **B. Operation Information:**

Ages: 3 year olds (must be potty trained) - 5 year olds

Center Phone Number-757-258-5437 Fax Number: 757-476-6278

Address: 5700 Warhill Trail, Williamsburg, VA 23188

Director of WISC Kids Club: Kristin S. Forbes

Contact Information: kforbes@thewisc.com

#### **C. Holiday Closing Schedule:**

New Years Eve CLOSED

New Years Day CLOSED

Martin Luther King Day CLOSED

Presidents Day CLOSED

Memorial Day CLOSED

4<sup>th</sup> of July CLOSED

Labor Day CLOSED

Thanksgiving Day CLOSED

Day after Thanksgiving CLOSED  
Christmas Eve-CLOSED  
Christmas Day-CLOSED

\*If Williamsburg-James City County schools have a delayed opening or an early closing, Kids Club will make every effort to open at regular time and remain open throughout the day. If there is any question, please call Kids Club at 757-258-5437.

#### **IV. Attendance Policies:**

##### **A. Arrivals and Departures:**

Each child, upon arrival, must be signed in.

An authorized adult must sign out children. A child will ONLY be released to the authorized persons stated on their enrollment form. Any authorized person picking up a child must show photo identification. All messages concerning changes in drop off or pick up MUST be communicated in writing. Fax Number is 757-476-6278.

##### **1. Arrival to Preschool**

- a. School begins promptly at 9:00am.
- b. Children must be accompanied to school and signed in on the attendance sheet.
- c. Please monitor children in parking lot.
- d. Please do not leave your child unattended.
- e. Please deliver your child directly to their teacher and make the teacher aware of your child's presence.

##### **2. Departure from Preschool**

- a. Parent/Guardian must sign child out on the attendance sheet.
- b. Anyone other than the usual person picking up child; he/she must be accompanied with a signed note and must be listed on enrollment application. A child will only be released to the authorized persons stated on their enrollment form.
- c. All messages concerning changes in drop off or pick up MUST be communicated in writing.
- d. Check child's cubby for important notices/paperwork daily as well as parent information board.
- e. Please notify the on-duty staff member that you are taking your child.
- f. Please monitor children in parking lot.
- g. Once your child is signed out of school, please do not leave child unattended.
- h. Kids Club closes exactly at 5:30 p.m.; each child must be picked up at or before 5:30 p.m. If a child is picked up after 5:30PM, you will be issued a "Late Pick-up Warning Slip" from the on-duty staff member. The first two occurrences will serve as a warning. A third late pick up occurrence will result in termination from the program.

\* Please note, once you have removed your child from their classroom setting, we ask that you ensure you keep them with you at all times. Please do not let children run around the center, or out of the exit, as this poses a safety risk.

## **B. Absent Children/Attendance:**

Regular attendance is encouraged unless a child is ill. If symptoms of illness are present (fever, nausea, skin rash, diarrhea) we ask that you please keep your child at home. Please notify the center if your child contracts a contagious disease. We require that parents/guardians call if their child will be absent from the program and staff will document the parent's and child's name, date, and time of call.

There will be required pick-up if a child experiences:

1. A temperature over 100 F in the past 24 hours
2. Recurrent diarrhea or vomiting
3. Contagious disease

Note:

With regard to diseases Kids Club will follow the guidelines of the communicable disease reference chart provided by the Virginia Department of Health for recommendations as to when a child is allowed to return to school.

Kids Club has a "no-nit" policy with regard to Head Lice. If a child is diagnosed with Head Lice they are not eligible to return to school until there are "no-nits".

For the health and safety of the children, we require that any children who experience the above symptoms as well as any wheezing, nasal discharge or persistent cough stay at home.

If a parent is called to pick up a sick child, the child must be removed from the center within one hour. If a parent fails to pick up a sick child within one hour, the emergency contacts in the child's file will be contacted for pick-up.

**For the safety of all students, if your child is sent home from school due to illness, they will not be eligible to attend school the following day. Children must be symptom free for 24 hours prior to returning to school.**

## **V. Nutrition:**

### **Lunch/ Snack Policy:**

We ask that parents supply a lunch as well as morning and afternoon snacks with drinks. Please inform the Kids Club Director of any food allergies your child may have.

Parents are welcome to bring in a special snack on their child's birthday. Please notify the Kids Club Director, in advance so we may work together to make your child's day special. Please note, parents are **not** allowed to distribute party invitations, gifts, or any other flyers into children's cubbies. Please utilize the parent directory (distributed at the beginning of the year) in order to mail invitations.

## VI. Rest Time:

A one-hour rest period will occur in a designated area for children enrolled in our program. Each child is required to provide his/her own mat. Please do not send oversized mats or fabric mats as we are not able to sanitize them daily. We ask that your child's mat be vinyl and no more than 1 ½ inches thick. Please send in a SMALL blanket for your child to sleep with. Due to space restrictions, no large items (sleeping bags, etc.) are permitted. Due to licensing requirements, no stuffed animals are permitted.

## VII. Medication Policy:

As of June 1<sup>st</sup> 2007, Kids Club Preschool will not administer medications. Kids Club Preschool will **only administer over-the-counter topical ointments (accompanied with a physician's note), sunscreen and insect repellent**. Sunscreen and Insect Repellent will be supplied by Kids Club. If you wish for us to apply sunscreen or insect repellent to your child you must obtain a request form at the front desk.

Parents/Students are not allowed to bring ANY type of medication onto school grounds. This includes but is not limited to: lotions, chapstick, sunscreen, epipens, inhalers, etc.

\*The Kids Club *Administration of Medication Policy* can be found at the front desk of the school for further review.

## VIII. Inclement Weather Policy:

If case of severe weather please stay tuned to the local radio and TV stations for closings. WISC Kids Club will air closings/delays on WAVY 10.

## IX. Communication:

Parents will receive 2 written reports per year with regard to their child's progress. We encourage all parents to contact us at any time if they have questions or concerns about their child's progress.

Please note children's cubbies are for school communication only. Parents are not allowed to distribute party invitations, gifts, or any other fliers into children's cubbies.

## X. Tuition & Late Payment Policies:

- A. When registering your child in our program you have actually purchased a slot which belongs to your child and your child alone. Payment is due in full regardless of how many days your child attends. Payment is due regardless of school closings (holidays, emergencies, etc.) WISC Kids Club does not provide a credit for illness, suspension, school closings, etc. To insure your child's slot in our program remains, tuition must be received in a timely manner. We also require that an active credit card number be on file before your child's start date in the program. If we do not receive required credit card information your child may be terminated from the program. If payment is not received by the close of business Monday, we will automatically charge the credit card number on file for the tuition amount as well as a late fee of \$25. Failure to pay

tuition for more than three weeks can result in forfeiture of your child's reserved space in the program. Children may be reenrolled with a new registration fee if there is space available. The director will maintain a waiting list for classes. Tuition and registration fees are non-refundable.

Listed below is the schedule for our various payment programs and due dates:

**Annual Payment Plan** - Full tuition is due September 4<sup>th</sup>.

**Monthly Payment Plan** - Tuition is due the first school day of each month.

**Weekly Payment Plan** - First payment is due Tuesday, September 4th and all following payments are due Monday of each week. If payment is not received by the close of business Monday, applicable late fees will automatically be charged. ***Full tuition is due, regardless of attendance.***

- B. If you would like to participate in our automatic payment program, please complete a credit card authorization form. We cannot process any credit card payments without the appropriate form on file. For identity theft purposes, Kids Club destroys all records of card numbers at the end of each program (preschool, summer camp, etc.). Therefore, any previous credit card numbers that have been obtained cannot be utilized for this automatic payment program. Once enrolled in the automatic payment program your tuition will automatically be charged to the card on file. You will receive an invoice at the end of the program term showing a record of all payments.
- C. Payments are to be placed in the payment box in the Kids Club lobby, or mailed to:  
Kristin S. Forbes  
WISC Kids Club Director  
5700 Warhill Trail  
Williamsburg, VA 23188
- D. Non-refundable registration fees are due at sign-up and prior to enrollment. Our registration fee is currently \$100.00.
- E. Weekly installments are due on Monday of each week. An assessment fee of \$25.00 will be charged for tuition payments not received on Monday. ***Full tuition is due, regardless of attendance.***
- F. If a check is returned twice during the school year, or payment is delinquent twice during the school year, your child may be dropped from the program, unless the matter has been brought to the Director, and the Director approves the continuation of enrollment.
- G. Any returned checks will be assessed a \$30.00 service charge.
- H. If a child is dismissed from the program all fees paid (Tuition, deposits, etc.) are non-refundable. In addition, a \$260 cancellation fee will apply

- I. Once a completed enrollment application and deposit has been received, your child is considered officially registered. If a registered child is withdrawn from the program **for any reason**, prior to the last day of school, a cancellation fee of \$260.00 will apply and all fees paid are non refundable.
- J. Sibling Discounts - For families with 2 children a 10% discount will apply to the lower tuition. For families with 3 or more children a 10% discount will apply to each child's tuition.

**XI. Vacation Policy:**

One week of vacation will be honored if submitted in writing, one month ahead of time. Vacation weeks must be taken Monday through Friday, and may not wrap over a weekend. (i.e. Wednesday to Wednesday)

**XII. What to Bring:**

*\*Please **DO NOT** label any **school supplies** with your child's name. The supplies will be utilized within your child's classroom and throughout the center.*

- A. Supply/Pencil Box
- B. Fiskar Scissors
- C. 1 inch **White Avery View** three ring binder (with clear covering on outside)
- D. Washable Markers (12 Count)
- E. Glue Bottle
- F. Glue Sticks (6 pack)
- G. Crayons 64 Count
- H. Black & White Composition Notebook (1)
- I. 2 Boxes Tissues
- J. Change of Clothing: Preschoolers need to bring a complete change of clothing to include undergarments, socks, pants/shorts and shirt. Please make sure clothing is labeled and size/weather appropriate.

*\*In addition to the previous items, students enrolled in the full day program must also bring:*

- K. Mats: Preschoolers need to supply their own rest mats. We ask that the mats be vinyl so that we may sanitize them daily. **NO** yoga or exercise mats please. No oversized mats.
- L. Small blanket for naptime.
- M. Lunch with drink.

N. A.M. Snack with drink.

O. P.M. Snack with drink.

### **XIII. Additional Policies**

A. Car seat Policy - At no time will Kids Club keep or store car seats. Due to space restrictions, we are unable to house these items under any circumstances.

B. Photography Policy- During various occasions (special activities, celebrations, guest speakers...), the center director and staff will take photographs of the children. The photographs may be used within the center, on the school website, as well as in various media publications. If you wish for your child **NOT** to have their photograph taken, please sign and return the photo opt-out form to the Kids Club Director. If we do not receive an opt-out form from you by the end of the first week of school, it is assumed your child is okay to be photographed.

\* Photo Opt-Out forms may be found at the front desk.

C. Toys /stuffed animals/etc. - Children are not allowed to bring in personal items including toys, sunglasses, jewelry, stuffed animals, etc. We ask that personal items remain at home due to space limitations, probability of loss, and licensing requirements. Children may only bring in these items on designated "show-and-tell" days within their classroom.

### **XV. Neglect or Suspected Abuse/Neglect:**

Kids Club staff is responsible to report any suspected abuse or neglect to the Department of Social Services.

### **XVI. Injury/Emergency Policy:**

Kids Club will take every precaution to prevent accidents, but in case an accident or injury occurs all situations will be documented using the *Injury Report Form* and a copy will be provided to the parent/guardian.

A. The child's parent will be notified immediately if a child has a serious injury, or any medical concerns that need emergency care.

B. A child's parent will be notified by the end of the day if the child has non-threatening injuries.

### **XVII. Discipline Guidelines:**

#### **A. Discipline/Behavior Policy:**

WISC Kids Club believes that a consistent, loving and caring relationship between the teachers and the children will yield/foster appropriate, positive behavior. Positive reinforcement for good behavior and careful explanation of unacceptable behavior are general discipline techniques utilized by WISC Kids Club. Children may be denied an activity and redirected to an alternate activity for repeated poor behavior. If inappropriate behavior continues the child/children may be removed from the group.

If negative/inappropriate behavior continues we will implement the following:

1<sup>st</sup> step - Immediate dismissal from school with a one day suspension

2<sup>nd</sup> step - One Week suspension

3<sup>rd</sup> step - Removal from program

**Tuition is due regardless of suspension in order to preserve your child's space in the program. If a child is removed from our program all tuition and/or registration fees are non-refundable.**

#### **B. Dismissal of Child From Program:**

The Director shall have the power to dismiss any child from school for any one of the following reasons:

1. Evidence of unwillingness to assume participation, as stated in the Registration Form and Policies & Procedures, on the part of parent(s)/guardian(s).
2. Failure on the part of the parent/guardian to abide by the policies and procedures of WISC Kids Club.
3. Failure on the part of the parent/guardian to meet all financial obligations as stated on the Registration Form and Policies & Procedures.
4. Inability of the child to adjust to the school/camp situation. This decision will be made after observation and evaluation of the child in a school/camp setting as well as parental involvement.

As a result of this decision, no refund will be given for tuition/fees/deposits.

#### **XVIII. Zero Tolerance Policy for Fighting and Assaults:**

##### **A. Definitions:**

1. **Assault** - verbal or physical attack of one person or a group of persons upon another who does not wish to engage in the conflict and who has not provoked the attack.
2. **Fighting** - aggressive, hostile bodily contact with classmates.

##### **B. Policy:**

The goal of this Zero Tolerance Policy is to provide a safe, cooperative environment for students and staff at WISC Kids Club. No one should be afraid of physical or emotional harm. Fighting, assaults or solving interpersonal problems with physical or verbal violence or disrespect will not be tolerated. We solve problems through discussion and compromise. Natural consequences for violating this policy include redirection, behavior modification, notification of parents and suspension from school.