

Kids After Hours, Inc. Before & After School Daycare Parent Handbook

A Helpful Guide to the Schedules, Policies, and Procedures of Kids After Hours, Inc.

We are glad that you have chosen Kids After Hours to provide care for your child. We believe an open relationship between parents and caregivers helps ensure the success of each child's experience, therefore we encourage a close interaction between home and our program.

Our childcare program strives to foster creativity and independence in each child. We are concerned with growth in all areas of development. Your child will be participating in a well-structured, stable program combining regularity and flexibility to meet your child's individual needs.

At Kids After Hours we value the uniqueness of each child. The welfare of your child is of paramount importance to us. Although we cannot replace home, we regard childcare as an extension of the home, and we strive to provide love and understanding in a safe environment.

This handbook has been prepared to acquaint you with the policies and procedures of Kids After Hours; where child care is our priority. Please feel free to call or visit anytime.

Bob & Tammy Sickels
Owners of Kids After Hours, Inc.

KIDS AFTER HOURS PHILOSOPHY

It is our belief that a childcare program should provide a safe and stimulating environment for children. Our activities are planned to develop children's creative expression and to provide opportunities for both socialization and time for individual pursuits. Whether children are playing an organized game, participating in arts and crafts, or spending time with friends, it is our goal for them to gain confidence while enjoying themselves. Kids After Hours strives to provide a positive environment promoting family and education.

PARENT INVOLVEMENT

Parents are more than welcome to visit and to participate with their children at anytime. Stop by the Center and experience Kids After Hours for yourself. Feel free to enjoy day-to-day activities, be a guest at a "parent pick-up dinner" or even journey with us on a field rip. You are always welcome.

Stay informed by reading Kids After Hours News! Check out our website (kidsafterhours.com) for upcoming events, highlights from past activities, dates to remember, tuition information, reminders from the office much more. Be sure that we have your email address so that important information and announcements can be sent to you electronically. In addition, daily announcements will be posted on your Center's Parent Information Board.

CHILDREN'S EXPECTATIONS OF KIDS AFTER HOURS

1. To have a safe, supportive and consistent environment
2. To use equipment and facilities on an equal basis
3. To receive respectful treatment
4. To be disciplined fairly
5. TO HAVE FUN!

KIDS AFTER HOURS' EXPECTATIONS OF CHILDREN

1. To be responsible for their own actions
2. To respect school rules
3. To remain with the group and the staff at all times
4. To care for and respect the equipment of the facilities

PARENT'S EXPECTATIONS OF KIDS AFTER HOURS

1. To provide a safe environment
2. To be informed of any concerns regarding their child
3. To be informed promptly if their child doesn't arrive at KAH in accordance with his/her enrollment information
4. To meet with the Director to address concerns relating to the program
5. To be informed of Center activities

KIDS AFTER HOURS' EXPECTATIONS OF PARENTS

1. To pay tuition on time
2. To keep their child's records up to date
3. To pick up their child on time
4. To work with the Director in a constructive manner to solve matters in the area of behavior and discipline
5. To provide us with current contact information (including an email address) to assist with communication

CELL PHONE POLICY

Although cell phones come on handy in a pinch, they can be a large distraction at our Centers. So parents please keep them at home. If you need to get in touch with your child, please feel free to call the Center phone at anytime.

HOMEWORK TIME

Kids After Hours provides 45 minutes to an hour for "Homework Time" each day. Kids After Hours is not a tutorial program. However, staff members are available to answer questions, clarify directions, and provide support. Parents please review your child's homework with them when they return home at the end of the day.

SNOW POLICY/INCLEMENT WEATHER

Kids After Hours Centers will try to be open on all snow days unless Montgomery County Administrative Offices are closed. When county offices are closed, we have no access to the schools, and therefore cannot provide care. We may have delayed openings or early closings so PLEASE CALL your Center to check the outgoing message. An outgoing message will be left on your Center's phone by 6:30am on days of inclement weather. We will also send out announcements regarding delays and closures via email.

TUITION INFORMATION

Your *non-refundable* tuition payments are due beginning August 15th. Payments received after the due date are considered late and result in a 10 percent late fee billed to your account. Delinquent accounts of over 30 days will result in immediate suspension of your child's attendance. There is a \$35 fee for each returned check.

Tuition cost calculations are based on the 42 week school year. Parents are responsible for an annual tuition paid in 10 equal payments (beginning August 15th through May 15th) or 20 equal payments (beginning August 15th through June 1st). Options also available for paying the annual tuition in one full payment (due on August 1st) or in two equal half payments (due August 1st and January 15th). Payment methods include cash, check, money order, or auto debit.

Kids After Hours does not charge extra for full days off school or for early dismissal days. If your child is not normally scheduled to attend on full or early release days, a drop-in fee is required. Drop-in payments are due on the day of care and can be sent directly to the Kids After Hours Office or placed in the tuition box at your Center. After the last day of school, any additional days (prior to the beginning of camp in June) will be billed on a drop-in basis.

EXTRACURRICULAR ACTIVITIES

If your child takes part in an extracurricular activity on school grounds, please inform the Director of your Center in writing. Please include the name of the activity, the room number, the starting and ending time and date. For safety and accountability, children must check in with Kids After Hours Staff before going to an activity.

SCHEDULE CHANGES

In order to change the days your child attends Kids After Hours, it is imperative that you notify the Main Office in writing two weeks prior to change. Spontaneously adding a single morning or afternoon of drop-in care is not a problem. Just pay the drop-in fee on the day of care.

DROP-OFF AND PICK-UP

All children *must* be escorted into the Center and signed in by the person responsible for them in the morning. An adult must also sign out children in the afternoons. Kids After Hours will only release children to the persons listed on his/her Emergency Form. Be sure to keep that form updated. Please notify your Director in advance if someone other than the persons listed on your form will be picking up your child. Please inform the Director *immediately* of any custody concerns.

PICKING UP LATE

Parents arriving after 6:30pm to pick up their children are late, in which case a late fee must be paid directly to the staff member watching your child.

Late fees of \$1.00 will be charged for each minute after 6:30pm.

There will be *no exceptions* to this policy. Failure to pay will result in a bill from the Kids After Hours Main Office. Delinquent accounts of over 30 days will result in immediate suspension of your child's attendance.

HEALTH AND EMERGENCY FORMS

State regulations require parents to fill out new forms at the beginning of every school year. Before your child can attend our program we must have health forms filled out and in the Center's possession. The Emergency Form provides Kids After Hours with crucial information about where you can be reached while your child is in our care as well as a list of individuals authorized to pick up you child. It is imperative that parents notify their Director of any change in that information.

MEDICATION

Our policy prohibits Staff from giving any medication to a child without written permission from the child's doctor and/or a signed medication form. Medication must be in its original container.

ACCIDENTS

Our primary concern is for your child's safety. Children at Kids After Hours are constantly supervised and precautions will be taken to prevent accidents from occurring. If an accident involving a child does occur, parents will be notified immediately. We are a very active program! If you have any questions regarding the safety and health of your child, please let the Director of your Center know.

DISCIPLINE POLICY

The handling of discipline problems will, at all times, reflect a sound knowledge and understanding of each child's development. Our basic philosophy is positivity. We place an emphasis on equipping children to deal with situations in ways that are constructive and that lead toward responsibility and respect for others. Labeling children as bad, using teasing, spanking or any manner of physical punishment is strictly prohibited. Children who require removal from a situation for their own safety or for the safety of others, will be under the supervision of a staff member.

DISMISSAL FROM OUR PROGRAM

If it is found by the Staff that Kids After Hours is not the best possible environment for a particular child because his/her individual needs can not be met, a parent conference will be held. If after the conference the situation does not change, we will be forced to give the parent a two-week notice of dismissal and suggest more appropriate alternatives for care. In the event of an extreme situation, Kids After Hours reserves the right to immediately dismiss a child from the program.

ABUSE

All Staff members are required to report suspected cases of child abuse and/or neglect to the Police or the Department of Social Services.

PARENT BEHAVIOR

If at anytime a parent acts inappropriately (yelling at staff, kids, or other parents, using foul or offensive language or becoming violent), Kids After Hours reserves the right to dismiss their child from our program *IMMEDIATELY AND WITHOUT WARNING*.

IMPORTANT PHONE NUMBERS

Kids After Hours Main Office: 301-933-6888

Kids After Hours Fax: 301-933-6520

KAH at Barnsley ES:	Matt Connolly, Director 14516 Nadine Drive Rockville, MD 20853	301-871-2025
KAH at Burtonsville ES:	David Sweet, Director 15516 Old Columbia Pike Burtonsville, MD 20866	301-421-4195
KAH at Cannon Road ES:	Chris Quinn, Director 901 Cannon Road Silver Spring, MD 20904	301-879-2386
KAH at Fairland ES:	Danny Koch, Director 14315 Fairdale Road Silver Spring, MD 20905	301-879-8971
KAH at Farmland ES:	Jose Ramirez, Director 7000 Old Gate Road Rockville, MD 20852	301-770-9353
KAH at Forest Knolls ES:	Chris Nolan, Director 10830 Eastwood Avenue Silver Spring, MD 20901	301-593-1997
KAH at Glenallan ES:	Ric Martinez, Director 12520 Heurich Road Silver Spring, MD 20904	301-949-2455
KAH at Greencastle ES:	John Fuller, Director 13611 Robey Road Silver Spring, MD 20904	301-890-7866
KAH at Highland View ES:	Glen Clevenger, Director 9010 Providence Avenue Silver Spring, MD 20901	301-588-6684
KAH at Meadow Hall ES:	Gavyn Johnson-Dean, Director 951 Twinbrook Parkway Rockville, MD 20851	301-340-3327
KAH at Rock View ES:	Catherine Colbert Muzzatti, Director 3901 Denfeld Avenue Kensington, MD 20895	301-942-9799
KAH at Roscoe Nix ES:	Gus Marquez, Director 1100 Corliss Court Silver Spring, MD 20903	301-439-0811
KAH at Westover ES:	Paul Fuller, Director 401 Hawksbury Lane Silver Spring, MD 20904	301-680-8005

Parent Handbook Available Online

www.kidsafterhours.com

The Kids After Hours Parent Handbook can be downloaded from our website www.kidsafterhours.com or can be provided by your Center Director. This page must be signed and returned to your Center's Director within the first two weeks of your child's attendance in our program.

CHILD'S NAME (please print)

PARENT'S SIGNATURE

DATE

I have read the Kids After Hours Parent Handbook. I understand and agree to comply with the policies and procedures of Kids After Hours, Inc.

I give Kids After Hours permission to transport my child on all fieldtrips by bus or passenger van.

I hereby consent to use my child's likeness to be photographed and/or videotaped by Kids After Hours, Inc. to use on their internet web pages and promotional materials. Children's names, home addresses, and telephone numbers will not be used.