

# **Kids After Hours, Inc.**

## **Summer Camp 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 Summer Camps to provide care for your child. We believe an open relationship between parents and caregivers helps to 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.

#### **EVERYDAY REMINDERS FOR SUMMER CAMP**

Unless otherwise stated on the Summer Camp Itinerary, Campers should bring the following items to Camp everyday:

Bathing Suit  
Towel  
Bag Lunch  
Water Bottle  
SUNSCREEN

Daily schedules may change due to weather conditions.

#### **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 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](http://kidsafterhours.com)) for upcoming events, highlights from past activities, dates to remember, tuition information, reminders from the office and 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.

### **TUITION INFORMATION**

Registration fees and Deposits are *non-refundable*. Your *non-refundable* tuition payments are due as follows:

Camp Weeks 1, 2 & 3:	Tuition Due on June 1 <sup>st</sup>
Camp Weeks 4, 5 & 6:	Tuition Due on July 1 <sup>st</sup>
Camp Weeks 7, 8, 9 & 10:	Tuition Due on August 1 <sup>st</sup>

There are no refunds for missing Camp due to dismissal or due to planned vacations. "No Shows" who do not cancel in writing to the Main Office are liable for the entire Camp tuition for registered weeks. 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. Payment methods include cash, check, money order, or auto debit.

### **SCHEDULE CHANGES**

Kids After Hours makes every attempt to accommodate requests for schedule adjustments. Requests must be presented in writing to the Main Office and will be honored only if received prior to the first day of a scheduled week of Camp.

### **DROP-OFF AND PICK-UP**

Regular Day Camp and Skate Camp hours are from 8:45am to 3:30pm for Week 1 through Week 8 (06/20/11-08/12/11). Extended Care hours are available from 7:00am to 6:00pm for Week 1 through Week 8 (06/20/11-08/12/11).

Mini Trip Camp hours are from 8:00am to 5:30pm with no Extended Care for Week 9 and Week 10 (08/15-08/24/11).

Travelin' Teens drop-off and pick-up hours are posted on the Summer 2011 Itinerary. Times vary daily and schedules are subject to change due to weather conditions.

Drop-off and pick-up locations are as follows:

Day Camp:	Barnsely ES	Bells Mill ES	Burtonsville ES	Forest Knolls ES	Rock View ES
Travelin' Teens:	Barnsely ES	Bells Mill ES	Burtonsville ES	Forest Knolls ES	Rock View ES
Skate Camp:	Burtonsville ES	Forest Knolls ES			
KAH Camp Adventures:	TBA				

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 6:00pm 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 6:00pm.

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 summer. Before your child can attend our program we must have emergency forms and health forms filled out and in the Camp Director'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**

Parents,

Kids After Hours Directors are available to take your phone calls in the event of an emergency.

If you cannot contact your Camp director, please call:

<b>Bob Sickels, Owner</b>	<b>240-687-6201</b>	
<b>Dave Sweet, Executive Director</b>	<b>240-687-6202</b>	
<b>Kids After Hours Main Office:</b>	<b>301-933-6888</b>	
<b>Kids After Hours Fax:</b>	<b>301-933-6520</b>	
<b>KAH at Barnsley ES</b> 14516 Nadine Drive Rockville, MD 20853	<b>Matt Connolly, Day Camp Director</b>	301-871-2025 (Center Phone) 240-687-6211 (Matt's Cell)
<b>KAH at Bells Mill ES:</b> 8225 Bells Mill Road Potomac, MD 20854	<b>Matt Wellen, Day Camp Director</b>	301-770-9353 (Center Phone) 240-687-6206 (Matt's Cell)
<b>KAH at Burtonsville ES:</b> 15516 Old Columbia Pike Burtonsville, MD 20866	<b>Dave Sweet, Day Camp Director</b>	301-421-4195 (Center Phone) 240-687-6202 (Dave's Cell)
<b>KAH at Forest Knolls ES:</b> 10830 Eastwood Avenue Silver Spring, MD 20901	<b>Chris Nolan, Day Camp Director</b>	301-593-1997 (Center Phone) 240-687-6205 (Chris's Cell)
<b>KAH at Rock View ES:</b> 3901 Denfeld Avenue Kensington, MD 20895	<b>Gavyn Johnson-Dean, Day Camp Director</b>	301-942-9799 (Center Phone) 240-644-7084 (Gavyn's Cell)
<b>KAH Camp Adventures</b>	<b>Ric Martinez, Director</b>	301-593-1997 (Center Phone) 240-687-6207 (Ric's Cell)
<b>KAH Travelin' Teens</b>	<b>Paul Fuller, Director</b>	301-593-1997 (Center Phone) 240-687-6215 (Paul's Cell)
<b>KAH Skate Camp</b>	<b>John Fuller, Director</b>	301-593-1997 (Center Phone) 240-687-6219 (John's Cell)

# Kids After Hours

## Always Time for Fun!

Parent Handbook Available Online  
[www.kidsafterhours.com](http://www.kidsafterhours.com)

This page must be signed and returned to your Camp's Director on or before the first day of your child's attendance in our Summer Camp program. The Kids After Hours Parent Handbook can be downloaded from our website [www.kidsafterhours.com](http://www.kidsafterhours.com) or can be provided by your Camp Director.

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CHILD'S NAME (please print)

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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.