



**Center United Methodist Church  
After School and Summer Program  
Parent Handbook  
2016-2017**



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## **Table of Contents**

<b>Advisory Board</b>	<b>3</b>
<b>All Day Care</b>	<b>5</b>
<b>Birthdays</b>	<b>7</b>
<b>Change of Clothes</b>	<b>8</b>
<b>Communication</b>	<b>9</b>
<b>Discipline</b>	<b>9</b>
<b>Homework</b>	<b>8</b>
<b>Hours &amp; Schedule</b>	<b>3</b>
<b>Inclement Weather</b>	<b>9</b>
<b>Key Fob Entry</b>	<b>6</b>
<b>Medication</b>	<b>6</b>
<b>Miscellaneous Tuition Information</b>	<b>5</b>
<b>Parent Mailboxes</b>	<b>7</b>
<b>Personal Items from Home</b>	<b>8</b>
<b>Pickup Guidelines</b>	<b>6</b>
<b>Program Objectives</b>	<b>3</b>
<b>Safe Sanctuary</b>	<b>7</b>
<b>Sickness Policy</b>	<b>7</b>
<b>Snacks</b>	<b>8</b>
<b>Staff</b>	<b>4</b>
<b>Tuition and Fees—After School</b>	<b>5</b>
<b>Tuition and Fees—Summer</b>	<b>6</b>
<b>Welcome</b>	<b>2</b>

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**Welcome!**

We are so happy to add you to the Kid Zone family! We want you to know that we will do our best to make your family an integral part of the Kid Zone after school and summer program.

This ministry is a non profit organization that provides a safe and reliable place for children to develop in a Christian setting. Our program reaches out to all children in the community!

Please read this handbook carefully, and refer to it whenever questions arise. The handbook cannot anticipate every situation regarding your enrollment. If you need any assistance please allow the director or assistant director opportunity to help you.

Kid Zone at Center United Methodist Church reserves the right to revise, supplement, or eliminate all or any portion of this handbook at any time, in its sole discretion.

*This handbook applies to all families enrolled in Kid Zone at Center United Methodist Church.*

2016

### **Program Objectives**

- To provide a warm, nurturing atmosphere in which each child can develop a feeling of self worth, while understanding the need for structure and continuity.
- To provide each child an opportunity to develop physically, socially, mentally, emotionally, and spiritually to the best of his or her abilities.
- To promote Christian values and relate these values to the world around us.
- To provide the opportunity for children and their families to experience inclusive, caring fellowship.

### **Staff**

Director	Samantha Woodroof
Assistant Director	Ruth Pickett
Teachers	Morgan Bowles
	Madison Elliott

### **Advisory Board**

Kid Zone is a ministry of Center United Methodist Church and all of its programs are operated under the direction of the Kid Zone Board. This Kid Zone Board consists of a member from each area of the church and a parent of a child enrolled at Kid Zone.

### **Hours & Schedule**

School days: 2:30 p.m. - 6:30 p.m.

Workdays & school vacation days: 7:00 a.m. - 6:30 p.m.

Kid Zone will not operate on the following dates:

New Year's Day  
Good Friday or Easter Monday  
Independence Day  
Labor Day  
Thanksgiving Day  
Friday after Thanksgiving  
Christmas Day

### **Tuition & Fees—After School**

- There is a registration fee of \$25 for all programs.
- All new and returning families to Kid Zone will be expected to fill out a new registration packet before starting the program.
- Payments may be made in the “Payments Box” located in the Kid Zone office.
- Full time vs. Part time tuition is designated at time of registration.

*Full Time Tuition:* attendance of more than 3 days a week. All *after school* tuition rates are based on the 180 day school calendar.

- Statements are issued the first school day each month. A \$20 late fee will incur if tuition is paid after the 10<sup>th</sup> day of the month.
- For the first child monthly tuition is \$220. For each addition child there is a 10% discount (first-\$220, second-\$198, third-\$178.20, etc.)
- There is no additional fee for half days.
- All day fee is \$25 per day/child for students that reserve their spot on time.

*Part Time Tuition:* attendance of 3 days or less a week. All *after school* tuition rates are based on the 180 day school calendar.

- Statements are issued for the days attended at the end of each month and due within the 10 days following. A \$20 late fee will incur if tuition is not paid on time.
- For the first child part time tuition is \$14/day. For each addition child there is a 10% discount (first-\$14, second-\$12.60, third-\$11.34, etc.)
- There is no additional fee for half days.
- All day fee is \$25 per day/child for students that reserve their spot on time. *Otherwise*, all day care is \$30/child.

### **Tuition & Fees—Summer**

- There is a registration fee of \$25 for all programs.
- All new and returning families to Kid Zone will be expected to fill out a new registration packet before starting the program.
- Payments may be made in the “Payments Box” located in the Kid Zone office.
- Full time vs. Part time tuition is designated at time of registration.

*Full Time Tuition: attendance of more than 3 days a week.*

- Statements are issued every Friday and due the Monday at the start of camp.
- Weekly tuition is \$115/child.
- Payments received after Monday may incur a \$7 fee per day.

*Part Time Tuition: attendance of 3 days or less a week.*

- Statements are issued for the days attended at the end of each week and due within the 5 days following.
- Daily tuition is \$30/child.
- A late fee will incur if tuition is not paid on time.

### **Miscellaneous Tuition Information**

Kid Zone will issue a yearly statement in January for your childcare expenses during the previous year. Our federal tax ID# is 20-4410031.

*There will be a \$25.00 service fee for any returned checks.*

### **All day care**

- Reservations for all day care must be made 7 days in advance.
- The all day fee is included in the next statement issued.
- Families, who do not make reserve a space, may attend all day care for a \$30 fee that will be included in the next statement issued.
- Morning and afternoon snacks are provided.
- Children must bring lunch with a drink.
- Children may bring personal items with them for all day care. Please label all personal items.

### **Pickup Guidelines**

The program ends at 6:30 p.m. Please be on time to pick up your child. If there is an emergency and you are unable to pick up your child on time, please contact the Kid Zone office at (336)-644-0990 or Ms. Samantha's cell at (336) 210-4779 immediately.

To pick up your child, please come to the parking lot adjacent to James Doak Parkway with the wooden ramp. You must enter Kid Zone through the security door and **SIGN YOUR CHILD OUT**.

Only parents or authorized persons will be allowed to pick up your child. You will be asked to authorize any person who might be picking up your child when you enroll your child in the program. Any changes to this authorization must be made by the parent BEFORE the new person being allowed to pick up a child. Kid Zone requires that such permissions be given in writing.

### **Key Fob Entry**

At your family's time of enrollment, you are issued two key fobs. These fobs are programmed by the director with your family's last name. During normal operating hours, this fob will allow your family access to the Kid Zone entrance. This system keeps a record of all gained or denied access to the building.

If a fob is lost, damaged or stolen, your family's account will be charged a **\$10 replacement fee**.

If you would like to purchase additional fobs, you may do so. Additional fobs are **\$10 each**.

### **Medication**

If your child needs to take medication during our operating hours, please ask for a *medication form* to fill out. The medicine must be in a labeled bottle with the child's name and the dose to be given. Medications will not be given without proper forms and information. All medications will be kept in a locked box and administered by the director.

### **Sickness Policy**

**Do not send a sick child to school or to Kid Zone. If your child is absent from school, he or she cannot attend Kid Zone that day. Do not send your child to Kid Zone with any of the following symptoms occurring within 24 hours:**

- Vomiting
- Diarrhea
- Fever
- Thick, discolored nasal discharge
- Pink eye

**Parents will be called if children show these symptoms, or any communicable afflictions, and asked to pick up their child.**

**We have only temporary emergency isolation facilities. When children get sick, we can only isolate them until a responsible adult can be reached.**

### **Safe Sanctuary**

**In April 1996, the General Conference of the United Methodist Church implemented the Safe Sanctuary Policy in all of its churches to provide guidelines for safety of all children and adults. Center United Methodist Church adopted a Safe Sanctuary Policy to be proactive in hiring and training staff and volunteers to work with our children.**

**The policy is in place to demonstrate our commitment to the physical safety and spiritual growth of all our children. Parents are entitled to view or receive a copy of this policy at anytime.**

### **Parent Mailboxes**

**Envelopes (with child's last name) in the entrance hallway serve as your mailboxes. Announcements, monthly newsletters, statements, invoices, staff notes concerning your child are there for your retrieval.**

### **Birthdays**

**All children are permitted to bring a celebratory snack of their choosing with advanced permission from the director.**

### **Change of Clothes**

Please provide a change of clothes for your child. These clothes are kept in case of accidents. If there are any other items such as deodorant or feminine products that your child may need, please provide these items, and we are glad to store them.

### **Personal Items from Home**

Children are permitted to bring books and water bottles from home any day. However, all other personal items are only permitted on days when all day care is provided.

**LABEL EVERYTHING** that is brought to Kid Zone. We are not responsible for any lost or damaged property.

### **Snacks**

A snack will be provided. Please let us know on your registration if your child has any food allergies, which we will try our best to accommodate. We feel that multiple snacks are excessive and unhealthy. If you would like to send a snack you may do so but the child will not be permitted to eat both snacks.

### **Homework**

Part of our daily schedule is set aside for homework as our goal is to enable children to enjoy more family time. We have homework divided by K, 1-2, 2-3, 4-5. Each classroom is supervised by staff members familiar with the specific needs of their age group. Appropriate supplies and resource materials are provided.

Staff makes every effort to assess your child's homework assignment. We check book bags of K-1 grade but not those of older children as it is their responsibility to get their assignments from their teacher.

Parents should check book-bags for school correspondence and to verify that homework and projects have been completed.

*If your child has an IEP please inform the staff of the modifications your child requires.*

### **Inclement Weather**

If school is delayed in the morning, we will **not** be open before school. If school is canceled due to snow, we **try** to open all day as we would for any workday. All day reservations are not required and a \$25 fee per child will incur. We will put information on News2 and Remind App. when we hear announcements from GCS and charter schools.

Understand that we try to open on snow days as a service to parents. In extreme weather, we may not be able to open. **Hours will depend on the severity of weather. Safety is our primary concern.**

If early release due to inclement weather occurs we will pick up students from school. If road conditions are dangerous, plan to pick up your children early as designated by announcement from director.

### **Discipline**

Guiding a child in acceptable patterns of behavior is the goal of the family and the program staff. We try to help each child develop self-discipline. We have expectations that must be followed for safety and health.

Kid Zone will not use any form of corporal punishment as a method of correction for discipline.

Rewarding good behavior is our aim, so that the child will find that unacceptable behavior lacks fun and fails to get him or her the desired attention of the teacher. We try to use a positive approach so that the children will choose a better way. It is our goal to work with the family to be supportive of each other in manners of discipline.

Although we hope it never comes to such ends, children who routinely exhibit inappropriate behavior may be asked to leave the program with approval from the Kid Zone Advisory Board.

### **Communication**

Kid Zone maintains an open door policy. Please feel free to direct questions or concerns related to any facet of our program to the program director at (336) 644-0990 or email [KidZone@center-umc.com](mailto:KidZone@center-umc.com).

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**(336) 644-0990—Kid Zone Office**  
**(336) 643-7765—Church Office**  
**[KidZone@center-umc.com](mailto:KidZone@center-umc.com)—E-mail**