

# Our Lady of Victory School Learning Ladder Preschool

## ***Kids Club Handbook 2017-2018***

***Morning Kids Club.....7:30 am – 8:10 am***  
***Afternoon Kids Club....3:10 pm – 5:00 pm***

**OLV Catholic School Kids Club is a before and after school childcare program for students who attend OLV School. Our goal is to uphold the mission statement of OLV School.**

**Kids Club Hours:**

- Before School .....7:30 am – 8:10 am (doors will remain locked until 7:30 am)
- After School.....3:00 pm – 5:00 pm
- Children are to be picked up by 5:00 at the latest. If you cannot make it by 5:00, it is your responsibility to make alternate arrangements. Students picked up after 5:00 pm will be charged a \$10 late fee.
- NO Before School program if school is late or canceled.
- NO After School program on early out days or if school is called off early due to weather related issues.
- NO Kids Club on non-school days.

**Enrollment Information:**

- Return registration form to the School Office as soon as possible
- Parents must provide program staff with child's schedule, any allergies and other pertinent information.
- Parent or authorized person must walk child to the gym in the morning and sign him/her in. Parent or authorized person must pick child up from gym in the afternoon and sign him/her out.

**Kids Club Fees:**

- Before School Program - \$3.00 per day per child
- After School Program - \$6.00 per day per child. If child is picked up before 3:45 pm the cost is \$4.00

Charges will only occur on days child attends Kids Club.

Bills will be sent home in the Family Envelope with tuition statements at the end of the month. If there is a large balance on your account, your child will not be allowed to attend Kids Club until payment is made.

**Care of ill Children:**

For the protection of all children, please do not send your child to Before School program if your child is running a Temp of 100 or more, is vomiting, diarrhea, rash or eye drainage when mucus of puss is present. If any of these symptoms are present during After School program, parents will be contacted and expected to pick up their child. If parent is unavailable, the emergency contact will be notified.

**Medications:**

Program staff will not administer medication without a written note signed by a doctor.

**Snack:**

After School program only – a light snack will be provided every day. If your child has special dietary requirements, please send them a snack from home.

### **Behavior Guidance:**

Program staff will encourage students to make positive decisions, give verbal reminders and take away privileges if necessary. Children repeatedly not following the directions of the adult in charge will be given a time out. All children have the right to feel safe in our Kids Club Program. **A child who acts out against another child or the adult in charge (i.e. name calling, kicking, spitting, hitting, talking back, throwing rocks, etc.) will be out of Kids Club for the remainder of the day and is subject to being asked to leave the program for a week or permanently at the discretion of the principal.**

### **Children in Kids Club are expected to abide by the following guidelines:**

- Be considerate. Use appropriate language when speaking.
- Be respectful. Keep hands to self, use words not hands when settling disagreements and treat property with care.
- Be open-minded. Try new activities, make new friends, and have fun during program time. Display a positive attitude.
- Be honest. The program staff is there to support and take care of all students. We encourage students to share their feelings respectfully.

Supervision of children is the primary responsibility of Kids Club Program Staff. Children will be supervised and in view of the program staff at all times.

Children must ask permission to leave the program area to use the restroom.

OLV Staff invites parents to work together in support of the children under our care. If you have any questions or concerns, please bring them to the attention of the school principal.

### **After School Pick Up**

The person picking students up **must** sign the student out before leaving the building. After 4:30 the main school doors will be locked and students can be picked up through the side doors on Oak Street (to the left of the front doors). On days when students cannot be in the gym, they will spend Kids Club in the library and then will need to be picked up through the front doors. These days would be Fridays during Lent due to the Fish Fries, Play Week in May and any other days the gym is in use by another group.