

**Parent(s) Name:** \_\_\_\_\_

**Child's Name:** \_\_\_\_\_

**School:** \_\_\_\_\_

## **Judy's Kidz Klub Policies & Procedures**

### **Huffaker, Lenz and Hunsberger Elementary Schools**

Welcome to Judy's Kidz Klub (JKK). JKK has been serving students and families in the Washoe County School District for 40 years. We currently operate out of Huffaker, Hunsberger and Lenz Elementary Schools. It has been a rewarding experience to watch so many students grow and learn at our program throughout the years, and we are pleased to have your child(ren) in our program. JKK offers students help with homework, structured or free time for art, sports, indoor and outdoor games, and field trips (during camps) in a positive and fun environment.

#### **Admission Policy & General Information**

- ✓ Students will not be refused based on gender, religion or ethnic background.
- ✓ Children cannot be accepted on an emergency drop-in unless they are registered for the program through ProCare and have a credit card on file or pay that day by cash or check. There must be an available spot in Sign Up Genius.
- ✓ JKK reserves the right to refuse service if your account is delinquent. As soon as your account is up to date your child(ren) are welcome back into the program, and you must continue with up to date weekly payments.
- ✓ JKK reserves the right to create a behavior management plan and possible suspension from the program if the child is considered a danger to him or herself or other students or staff through misbehavior or noncompliance with rules and/or regulations. All staff and student safety are a priority and compliance with our policy and procedures is a must. Parents and/or guardians must be accountable for their child(ren) actions and work with JKK through our process to correct the behavior and appropriate actions that could result in suspension from the program. Examples of this are:
  - Harming staff, students, or themselves. Such as: hitting, pushing, choking, scratching, grabbing – or other possible ways with the intent to inflict harm.
  - Using inappropriate language relating to “bad words,” degrading references to religion, sexual orientation or race.
  - Damaging or stealing school property with an intent to do so. Parents will be responsible to pay for any damage.
- ✓ A completed registration through ProCare must be finished prior to the first day your child(ren) will attend the program.
- ✓ Each camp and conference week attendance will have their own signups to secure spots. If you are not registered during the current school year and want to attend a camp or

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conference week, you must have signed up through ProCare and secured your spot through Sign Up Genius for the day/week. If camp or any school day is listed as full on Sign Up Genius, it is full. If only 1 spot remains and you have more than 1 child, take the remaining spot and call Angee or Marilyn to secure spots for your other child(ren). You may email Angee or Marilyn to be added to the waiting list.

- ✓ Parents need to create a free account with Sign Up Genius so they can manage their sign ups and deletions.
- ✓ Parents/Guardians are required to sign their children in and out every day using the provided computer on site. Each parent/guardian will be provided an individual code for sign-in and out. You are required to walk your child(ren) in each morning and come in to pick them up each afternoon in the cafeteria. Each time a child arrives or leaves, and signs themselves out (without an adult) there will be a \$2 charge on your account. We ask this because any event can happen that prevents staff from arriving to work, this ensures there is adequate staff in the room for your child(ren) each day.
- ✓ All students attending JKK must be able to do the following without assistance from staff unless parents/guardians have made other arrangements for additional assistance at their own expense.
  - Take care of personal hygiene by using the bathroom without assistance, dressing themselves and feeding during snack and meals at camp. We do not change diapers or pull-ups.
  - Students needing assistance with any of these things must make personal arrangements. A companion is welcome to attend with the student at no extra charge or program fee.
- ✓ On delayed starts and school closures due to weather, smoke, etc., JKK will be closed.
- ✓ Nevada law requires JKK to report any suspected child abuse or neglect. JKK will call Child Protective Services to report any incidents and relay the information to the school administrators.
- ✓ If your child(ren) leaves our program for a school function or to go home with another family we will need a written, email or text release to Angee or Marilyn.
- ✓ Medication will only be administered on an emergency basis such as an epi pen.
- ✓ Parents are responsible to make sure their child(ren) have sunscreen in their bags during the school year and camp. Spray sunscreen is required.
- ✓ Students may not bring toys or valuables to JKK. If they do, JKK is not responsible for any stolen or broken items. No Pokémon cards, they always create an issue of “trading” that was not agreed upon or cards missing.
- ✓ Any damage done to school property by your child(ren) will be the responsibility of the parent/guardian to make arrangements with the school to pay for damage or loss of property.
- ✓ We follow all the WCSD rules regarding COVID policies. All children that attend our program also attend a WCSD school and could bring COVID-19 into the school without our knowledge. By signing our policies and procedures and by bringing your children to our program excludes JKK from any liability relating to contracting COVID-19. If your child presents any symptoms, we will not be able to accept them in the program.

✓ **Suspension from the program**

- If there is a need to suspend your child(ren) from the program, it means JKK has conveyed to both the student and the parent's repeated behavior and the behavior is not being corrected through positive procedures. During any of the first two suspensions, parents are responsible to continue to pay for childcare.
  - The first suspension will take place on the day it occurs and the following school day. If it occurs on a Friday, the suspension will continue the following school day. Parents, the school supervisor and Angee or Marilyn will meet to discuss a behavior plan to try and prevent future suspensions.
  - A second suspension will take place on the day it occurs and the following 5 active school days.
  - A third suspension will be for the remainder of the semester – unless it is only 5 days in which case it will continue for the rest of the current school year.
  - The fourth suspension will be for up to one calendar year and includes suspension from before and after school care as well as camps.

**Parent Conduct**

- ✓ We expect all concerns by parents/guardians to be handled in a professional manner. Please feel free to reach out to discuss any concerns you have by phone, email or requesting a face-to-face meeting. Issues with other children and their parents in the program will be handled by the site supervisor or director. Please do not approach other students with concerns that may or may not have happened with your child(ren). If parent's actions are seen as offensive and a danger for other students or their parents, we may remove your child(ren) from the program for the safety of the majority.
- ✓ We can't see everything so if your child feels they are struggling with another child and has been scared to address it with us, please call me right away. We like to get in front of issues with the kids.
- ✓ Parents, relatives or family friends that are not listed on the student's registration sheet may not come to the school to visit or pick-up without prior authorization from the parents/guardians and JKK Director.
- ✓ If a parent has concerns about a staff member, please call Angee at 775-722-1215 and we will immediately address your concerns.

**Program Fees**

- ✓ JKK bills weekly, the Monday following a week of service. You must maintain a current zero balance for your child(ren) to attend. Delinquent accounts will result in suspension until the balance is paid.
- ✓ If your billing designation needs to change you must give 7 days of notice.
- ✓ **If you do not cancel your spot on Sign Up Genius by the Friday prior to the week of attendance, then you will still be charged. It is the parent's responsibility to sign up**

**and cancel any spots needed or not needed. Please do not email Angee or Marilyn to do this for you. Create a free account through Sign Up Genius to manage your spots. If you are a no show but signed up, you are still charged.**

- ✓ **If you show up without signing up there will be a \$5 charge per child, per time.**
- ✓ Families can pay by setting up credit card or checking account payments. We prefer not to accept cash. If you need to do pay this way you will need to make arrangements with Angee.
- ✓ Any parent/guardian using Children's Cabinet is responsible to initial the sheet each day their child(ren) attends and sign it for the month for JKK to be paid and for your account to be up to date. Children's Cabinet may cover you 100% - but that is 100% of their daily cost not ours. You will be responsible for the difference.
- ✓ It is the responsibility of the parent to keep all contact, billing, allergy/medical needs, an authorized pick-up list and emergency contact information updated through ProCare.
- ✓ Always carry a picture ID when picking up children. You may upload your photo to ProCare and that can serve as ID if you are the custodial parent.
- ✓ Only people authorized to pick up may do so. We encourage you to upload a photo of your child(ren) and authorized pickups for safety reasons.
- ✓ If your credit card is denied or a check is returned you will be charged up to a \$25 fee.
- ✓ JKK closes at 6 pm. You will be charged a \$1 late payment fee for every minute you are late, per child. The fees will be added to your account.
- ✓ JKK does not pro-rate our daily fees.
- ✓ **Hunsberger and Huffaker Hours of Operation and Fees:**
  - Contact number for Hunsberger 775-853-1903
  - Contact number for Huffaker 775-303-2751
  - JKK operates in the morning from 7 a.m., and students will be released at 9:10 a.m. when the bell rings to their designated playground. In the afternoon, we operate from 3:30 p.m. to 6 p.m., except early dismissal Wednesday from 2:45 p.m. to 6 p.m. During conference, week we are open 1:20 p.m. to 6 p.m. JKK is closed during delayed starts or school closures, including all school holidays.
  - Full-time rates:
    - The morning program is \$50 per week and after school is \$70 per week. Full-time before and after school is \$105 per week.
  - Drop-in or Part-time rates:
    - The morning program is \$16 per morning and after school is \$20 per day.
  - Additional Fees:
    - Conference week is an additional \$10 per child per day.
    - No credits or refunds are given for missed days unless previous arrangements have been made.
  - If your child has been excluded due to COVID we will confirm with the school and adjust your fees based on the child's absence.
- ✓ **Lenz Hours of Operation and Fees:**
  - Contact phone: 775-303-3050

- JKK operates in the morning from 7 a.m. to 8:40 a.m., the students will be released to their designated playground. In the afternoon, we operate from 3 p.m. to 6 p.m., except early dismissal Wednesday from 2:15 p.m. to 6 p.m. During conference week we are open 12:50 p.m. to 6 p.m. JKK is closed during delayed starts or school closures, including all school holidays.
- Full-time rates:
  - The morning program is \$55 per week and after school is \$75 per week. Full-time before and after school is \$105 per week.
- Drop-in or Part-time rates:
  - The morning program is \$15 per morning and after school is \$21 per day.
- Additional Fees:
  - Conference week is an additional \$10 per child per day.
  - No credits or refunds are given for missed days unless previous arrangements have been made.
- If your child has been excluded due to COVID we will confirm with the school and adjust your fees based on the child's absence.

### **Snacks, Camp lunches and Food Allergies**

- ✓ JKK offers snacks and apple juice/milk to students after school. If your child has an allergy, please note it on their registration and double check with the supervisor to ensure it is noted.
- ✓ During camps, each student is required to bring their own lunch or may purchase one with their own money if that option is available at the field trip. We do not have food restrictions for our campers that may contain nuts.
- ✓ If your child is a big snacker, please pack extra snacks in their lunch for after school.

### **Sick Students**

- ✓ Due to COVID we will be using the assistance of the school nurse, when available, to determine if your child will be sent home. If the nurse is not available we will use our best judgment to determine if your child needs to go home.
- ✓ JKK follows the Washoe County School District policy for sick children. If a child is sent home with the stomach flu, they cannot come back to the program for 48 hours.
- ✓ If the student has been sent home by the school with pink eye, or colds they cannot come back to JKK until the school allows you back in.
- ✓ If your child becomes sick while in our care and you get a call to pick up, you must show up within 30 minutes.

### **First Aid and Accidents**

- ✓ Each site has a CPR and First Aid staff member with up to date certification. During camp several, if not the majority, of staff have the same certification.
- ✓ Any major injuries will result in a phone call to the student's parent(s) and possible transportation by ambulance if necessary.

- ✓ Parents will be informed if their child(ren) has any sort of injury and all possible first aid treatments will be administered.

Thank you for signing up to be a part of Judy's Kidz Klub. By accepting these policies and continuing to register your child means you are agreeing to and acknowledging our policies.

- Angelina (Angee) – 775-722-1215 [angelinawg@gmail.com](mailto:angelinawg@gmail.com)
- Marilyn – 775-997-5284 [marilynbolanos95@gmail.com](mailto:marilynbolanos95@gmail.com)