

Parent Handbook

September 2018 – August 2019

"Where Kids Count"



SO LE HI KID CARE

Located at

St. James Lutheran Church
Rt. 309 & Oxford Street
Coopersburg, PA 18036

Phone: 610-282-2373

Fax: 610-282-0322

e-mail address: solehikidcare@gmail.com

web-site address: www.solehikidcare.com

Facebook: [So Le Hi Kid Care](#)

PHILOSOPHY AND STATEMENT OF PURPOSE

SO LE HI KID CARE is a non-profit organization endorsed by the Southern Lehigh Area Churches providing before and after school child care to children (Grades K-5) in the Southern Lehigh School District area. The goal of the program is to maintain a safe, well-supervised environment in which children have an opportunity for learning, recreation, and social development. KID CARE is licensed by the Department of Public Welfare, Commonwealth of Pennsylvania.

SAMPLE OF THE DAY'S ACTIVITIES

- Breakfast opportunity in the morning for those arriving before 8 a.m.
- Snack time in the afternoon for all children
- Quiet games and activities (including puzzles, board games, computer games, and art projects)
- Group games and activities both indoor and outdoor (weather permitting)
- Homework opportunity in a separate room
- Special interest centers (for example: Legos, playing with dolls, reading books)

CIVIL RIGHTS COMPLIANCE

Admissions and the provision of services shall be made without regard to race, color, religious creed, handicap, ancestry, national origin, age or sex. Program services shall be made accessible to eligible persons with disabilities through the most practical and economically feasible methods available. These methods include, but are not limited to; equipment redesign, the provision of aides, and the use of alternative service deliver locations. Structural modifications shall be considered only as a last resort among available options.

SO LE HI KID Care reserves the right to deny admission, withdraw/expel a student from our program when it is determined that we cannot adequately provide for the specific needs of that child.

Any student (and/or their guardian) who believes they have been discriminated against may file a complaint of discrimination with:

<p>Bureau of Equal Opportunity Department of Public Welfare Room 223 Health and Welfare Building PO Box 2675 Harrisburg, PA 17105-2675</p> <p>Phone: 1-717-787-9695 Fax: 1-717-772-4366</p>	<p>U.S. Dept. of Health & Human Services Office of Civil Rights Suite 372, Public Ledger Bldg. 150 S. Independence Mall West Philadelphia, PA 19101-9111</p> <p>Phone: 1-215-861-4441 TTD: 1-215-861-4440 1-800-368-1019</p>
<p>DPW Bureau of Equal Opportunity Northern Field Office 331 Scranton State Office Bldg. 100 Lackawanna Ave. Scranton, PA 18503-1923</p> <p>Phone: 1-570-963-4342 Fax: 1-570-963-3370</p>	<p>PA Human Relations Commission Riverfront Office Bldg 1101-1125 S. Front St. Harrisburg, PA 17101-2123</p> <p>Phone: 1-717-787-4410 Fax: 1-717-787-0420 1-717-772-4340</p>

HOURS OF OPERATION

Normal School Days: 6:30 a.m. to 9:00 a.m.; 11:30 a.m. to 6:00 p.m.

On early dismissal days, KID CARE is open from the time of school dismissal until 6:00 p.m.

On snow days, KID CARE is open from 6:30 a.m. until 6:00 p.m. When snow causes a delayed start of school, KID CARE's morning session continues until the time when school begins.

On school vacation days (for example: Christmas week, spring break), KID CARE is open from 6:30 a.m. until 6:00 p.m. depending on the need. KID CARE staff will survey parents in advance of the approaching vacation day to determine whether there will be enough students to merit KID CARE's operation. KID CARE will not be open on the following holidays: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. We are also usually closed the day after Thanksgiving.

ENROLLMENT POLICY, APPLICATION PROCEDURE, and FEES

All students need to have filed a completed application form, current medical history, parental consent form, agreement for services, and emergency contact form. Prior to the beginning of each school year, a mandatory parents' meeting is held to facilitate the application procedure. For those registering after the initial parents' meeting, forms may be obtained from the Director.

Annual \$30.00 registration and insurance fee per child is required at the time of enrollment for the current year.

ENROLLMENT CATEGORIES:

- School Age Full Time: Enrolled for AM and PM sessions 5 days/week
- School Age Half Time: Enrolled either AM or PM sessions 5 days/week
- School Age Drop-Ins: All others who are not enrolled full or half time
- Kindergarten Full Time: Enrolled for Kindergarten Care 5 days/week
- Kindergarten Drop-Ins: Enrolled for Kindergarten Care only on per day basis

FEES

Fees, in addition to those for registration and insurance are as follows:

- AM or PM slot: \$140.00 per month
- AM and PM slots (not including Kindergarten): \$230.00 per month
- Kindergarten slots (12-4 PM): \$200.00 per month
- School Age Drop-In AM or PM: \$10.00 per slot per day
- Kindergarten Drop-In (12-4 PM): \$15.00 per slot per day

Hourly rates for school closing (holiday or snowdays)

- \$3.75 per hour – maximum \$30 per day

All fees are due in advance. Drop-ins are expected to pay on a weekly basis. Monthly fees are due by the first Friday of every month. Credit **will not** be given for unused days. If your child is committed to attend on a "non-school" day and a 24 hour notice is not given that they will not attend, you are still responsible for the daily fee of \$30.00 **A late fee of \$10.00 will be assessed for every 15 minutes a child is not picked up after the agreed pick up time.**

We reserve the right to adjust fees should the need arise. One month's notice will be given. KID CARE is a subsidized program. Eligible families may apply for Title XX assistance.

SUMMER PROGRAM

KID CARE operates from 6:30 a.m. to 6:00 p.m. weekdays during summer vacation. Parents needing this program may register their school age children on a full-time or part-time basis.

Application for this program is separate from the school year program. Specifics of the summer program and application procedures are announced each spring.

EMERGENCY PROCEDURES (Medical Emergency)

In the event of an emergency, parents will be called immediately. If parents cannot be reached, the emergency contact person (listed on the application) will be called. If this person cannot be contacted, the student will be transported to Lehigh Valley Hospital, Cedar Crest for emergency treatment via ambulance.

MEDICATION POLICY

If your child needs to take medication at Kid Care, you will need to sign a consent form with our staff. Prescription medication must be in its original container, showing the prescribing doctor and the dosage to be taken.

ILLNESS POLICY

KID CARE will follow the same illness policy as SLSD. Please follow the following procedure.

1. Click on SLSD.org
2. Schools – (choose an elementary school)
3. Select Parent-Student
4. Select Handbook and scroll to pages 18 & 19

EXTENDED ABSENCE POLICY

In the time of a child's extended absence, parents/guardians must follow the procedures listed below to maintain placement within So Le Hi Kid Care.

1. Written communication must be presented to the director of SO LE HI KID CARE explaining the extenuating circumstances leading to the extended absence. Communication will then be sent to the So Le Hi Kid Care Board of Directors for approval.
2. Upon board's approval, a child's placement can be held up to 1 month.
3. In order to hold a position at So Le Hi Kid Care beyond the one month period, payment must be made.

SECURITY

KID CARE is very concerned about providing a safe and secure environment for your child. We are taking steps to insure that our center is a secure place. We do not permit children to sign themselves into the facility. It is imperative that each child is escorted into the center and signed in by the person escorting them. We also insist that when a child is picked up they remain inside the building until the person who is picking them up is ready to leave. Please call to inform us if anyone other than the usual contact will be picking up your child. A photo ID will be necessary. Thank you for cooperating with us in our efforts to keep our children safe.

The KID CARE Board has approved a Crisis Contingency Plan. A detailed copy of this plan is given to all parents at registration.

BUS POLICY

It is KID CARE's policy that each child shall be accompanied to and from the school bus/van.

GENERAL INFORMATION

SO LE HI KID CARE is a non-profit corporation supported by fees, grants, and the contributions of local churches, individuals, and groups. KID CARE is grateful for all donations, either monetary gifts or materials that can be used to enhance our program. All gifts to KID CARE are tax-deductible. KID CARE is a United Way recipient.

BEHAVIOR AND DISCIPLINE POLICY

KID CARE'S goal is to work cooperatively with children and parents to help children gain social-emotional competence, which includes being aware of their own feelings and managing those feelings appropriately, the feelings of others, making responsible decisions, and developing positive relationships with others. KID CARE wants children to see possible consequences of their actions and learn to balance their needs with those of others. KID CARE'S staff will try to redirect children without being punitive, helping them be responsible for their own actions.

We will use discipline as a teaching opportunity with the goal of promoting student development and thus, improving behavior.

Behavior expectations will be clearly communicated to parents upon enrollment in KID CARE'S program.

The following steps outline the procedure that will be used when a child is disrupting the operations at KID CARE.

1. Staff will have private talks with child in an attempt to redirect behavior. Behavior expectations will be defined.
2. If misbehavior continues, the child will go to "time-out" as an opportunity to regain control. The incident will be documented by the staff of KID CARE, an incident report will be provided to parents, and collaborative discussion will be held to determine what actions are required to further support the child.
3. If incidents continue to occur, a behavior plan will be implemented and discussed with parents.
4. If behavior plan seems to be ineffective, contact will be made with parents, asking for immediate removal of student for a period of time as determined by the KID CARE director. Incidents will continue to be documented by director and be brought to the immediate attention of the KID CARE Board.
5. Should no improvement, or inadequate improvement, in behavior be noted upon the child's return, the parents will be formally notified in writing that their child may be permanently dismissed from the program. This correspondence will be followed up by a meeting with the director and Board member(s) to further discuss the situation. Outcome of this meeting will determine whether the student will be permitted to remain in the program.

Severe Behavior Clause:

However, certain behaviors, which present a threat to staff or children, or that significantly disrupt KID CARE's operations, will result in the immediate removal of a child from the program. In the event of such an occurrence, a determination will be made by the KID CARE Board as to whether the removal will be temporary or permanent. Examples of behaviors that will result in the immediate removal of a child from the program include, but are not limited to...physical or verbal threats to any staff member or student, possession of a weapon (see weapons policy below), and disrespect for other students' and/or KID CARE property.

Weapons policy:

A weapon shall include any instrument, or implement capable of directly or indirectly inflicting serious bodily injury to one's self, student, or staff member.

Possession of said weapon may result in immediate removal from the facility, possible initiation of probationary period, or immediate expulsion as set by director and/or KID CARE Board.

This Behavior and Discipline Policy was adopted by the KID CARE Board of Directors on March 30, 2015

KID CARE FEE PAYMENT POLICY

In order for KID CARE to provide a high-quality environment and supportive program for children we must remain financially viable. We aim to minimize program expenses, while ensuring we meet or exceed mandated staffing levels, maintain adequate supplies and keep equipment updated.

Fees, as outlined in the Parent's Handbook, are expected in full when due. It is imperative that all families pay their child care fees, to ensure KID CARE is able to continue providing child care to all families. We ask that all families appreciate the importance of these procedures.

Families that are eligible for Title XX Assistance or other subsidies are encouraged to leverage programs that enable them to offset part or all fees, however, you are still responsible for the difference between the subsidized amount and actual fees. KID CARE must collect its actual fees regardless of the subsidized amount.

Late fees in an amount of \$5 per month will be assessed. Fees that are not paid in full within 30-days may result in discharge from the program.

The KID CARE Board will review any requests regarding fee adjustments or late payments. Any such requests should be made in writing and include a detailed explanation of the reason for the request. It is at the discretion of the Board to determine whether any request for a fee adjustment will be granted, within the scope of this policy, or any discharges from the program.

This Fees Policy was adopted by the KID CARE Board of Directors on October 22, 2012.

THE BOARD

The KID CARE Board sets policy and acts as advisor to the staff. Parents have the right to contact members of the board concerning any issue and may expect a prompt attention to the matter. Confidentiality will be maintained at all times. Board members include:

Julie Williams, President
Lori Lawler, Vice President
Lindsey Albert, Treasurer
Julie Manzo, Secretary
Linda Kolumber, Director
Rick Kerr
Ainsley Lamberton
Kevin Raudenbush
Brook Sawyer

THE STAFF

KID CARE is grateful to its dedicated and caring staff members. The staff includes:

Linda Kolumber, Director/Group Supervisor
Judy Snellbaker, Group Supervisor
Gayle Unger, Group Supervisor
Rose Mullin, Assistant Group Supervisor
Sue Garofalo, Assistant Group Supervisor
Cheryl Schaedler, Teacher Aide
Melissa Fritzinger, Teacher Aide
Kim Heitzer, Substitute

