

**BELTWAY**  
**KIDS**  
**CLUB**

**PARENT HANDBOOK**

**KIDS' CLUB: (325) 692.6966**

**FAX #: (325) 692.9688**

**KC-DIRECTORS@BELTWAY.ORG**

 **beltway park church**

## **KIDS' CLUB MISSION STATEMENT:**

Beltway Kids' Club provides a safe, loving, Christ centered after school environment for Kindergarten-8<sup>th</sup> Grades. We seek to inspire all students to realize their full potential by teaching them to make mature and responsible decisions in life by utilizing Biblical Truth.

## **HOURS OF OPERATION:**

The hours of operation are from **2:45pm to 6:00pm**. Kids' Club follows the Wylie school calendar. ***We are closed all WISD holidays and bad weather days.*** Kids' Club is open early to accommodate for Early Release days. Our hours will reflect the change in schedule for these days.

## **REGISTRATION PROCESS:**

1. Online registration forms, complete with a \$50 registration fee, must be received before attending Kids' Club to secure your spot.
2. Immunization record or notarized affidavit form of exemption by the first day of Club.
3. Monthly dues paid prior to your student's first day of care.
4. New registration will be required each year.

**Registration fees are non-refundable.**

## **SEVERE ALLERGIES/MEDICAL CONDITIONS:**

We want to serve your student to the best of our ability. In order to do this please clearly indicate details on the registration form and follow up and inform a Director of specific instructions of any severe allergies, special needs/challenges, or medical conditions. If any condition or allergy develops, please notify a Director immediately.

## **FACILITY TOURS:**

We are happy to set up a time to allow you to walk around the facility and view the areas your student will be using throughout the school year. For the safety of our students and according to policy, we will require you to contact a Director to set up a time that works best for all. We are not able to provide a tour without an appointment.

## **TRANSPORTATION:**

Wylie ISD handles all bussing to Kids' Club. Please notify your students' teacher that they will be attending Beltway Kids' Club after school as we are not a part of that process. Any bussing concerns or incidents we encourage parents to reach out to their school office for more information and help.

*Wylie West Junior High* students typically walk over with school crossing guards and with our Staff through the Beltway parking lot. Alternative arrangements are made by the school during unfavorable days of weather. Please contact the school for more information if needed.



## **PARENT/GUARDIAN CHECK IN/CHECK OUT POLICY:**

Each student will sign in upon arrive at our Greeter's Desk. The parent or guardians must pick-up inside at the Greeter's desk. Kids' Club will not send a student outside unsupervised for safety reasons.

To ensure our safety policies are being met a photo I.D. will be required upon pick up. In addition, the individual picking a student up must sign the student out with a tablet and personal pin that is provided through the Procure program.

Individuals that you authorize to pick up your student may be added or removed from a student's pick-up list at any time through a form located at our Greeter's Desk.

Our office must be notified in advance of any new unauthorized individuals picking up your student. Older siblings are allowed to pick up younger siblings if they are in high school and are listed as an authorized pick up. They will also need a form of I.D. (School I.D. or Driver's License). Personal pin numbers may not be shared with others on your pickup list. Every person on your list must use the code provided for them. For safety and our records to accurately know who picked up your student that day.

Legal documentation must be provided to deny/remove a legal parent or guardian from pick up. Beltway Kids' Club will not get involved in custody disputes.

**Please note:** If parents/guardians will be out of town and students will continue to be in attendance, please coordinate with our greeter for necessary paperwork for emergency contacts during that time.

## **LATE PICK-UP FEES & PROCEDURES:**

Kids' Club closes at 6:00p. A late fee of \$5 will be added every minute beginning at 6:00p. Please do not be late. This policy may be altered depending on frequency of late pick up. In case of emergency please call (325)-692-6966.

## **PAYMENT/BILLING:**

**Monthly dues are to be paid on or before the 5<sup>th</sup> of every month.** Dues may be paid at the Greeter's desk through cash, check or card. Payments may also be made online through your account at [myprocare.com](http://myprocare.com). We also offer the option for automatic withdrawal to be set up on your account.

If payment is not received on the designated due date, you will be charged a **late fee**. The primary parent/guardian listed on the registration form is responsible for paying dues on or before the 5<sup>th</sup> of the month

## **ELECTRONIC PAYMENT WITHDRAWAL:**

If you would like to sign up to have your monthly dues automatically withdrawn from your bank account or credit card, you must fill out an automatic withdrawal form located at the greeter's desk. **This must be done before the draft is scheduled on the payment due date.**

Kids' Club is not responsible for any late fees or overdraft amounts that occur from the result of an auto withdrawal.

**Payment will be automatically withdrawn on the 5<sup>th</sup> of each month.** (Unless the 5<sup>th</sup> is on a weekend then it will be the corresponding business day)



## **LATE PAYMENT FEE:**

A \$10 late fee will be charged to your account if payment is not received by the 5<sup>th</sup> of the month. The \$10 fee will reoccur each week that payment is not received. If payment is not received by the 15<sup>th</sup> of the month your student will be unenrolled.

## **RETURNED CHECKS/BANK DRAFTS:**

A returned check for insufficient funds will be regarded as a non-payment. A **returned check fee of \$25.00** will be added to your account

## **PAST DUES OWED:**

If your family has a remaining balance on your account from either Kids' Club @ the Park or The Summer Club, your student may not be registered/attend until all previous balances are paid.

## **ACCOUNT CREDITS:**

If your family has a credit on your account from either Kids' Club @ the Park or a previous Summer Club, it will remain on your ledger for future use. You will not be notified of credits remaining on your account. Refunds for overpayment may only be issued within the month that either program has concluded. You may access your account ledger at any time at [www.myprocare.com](http://www.myprocare.com).

## **DAILY DROP-INS:**

If your student will only be attending a few days during a month or has a friend that would like to visit for the day, we have a daily drop-in rate. The daily drop-in rate is \$15 a day per student. This is to be paid the day of the drop in. A \$50 non-refundable registration fee is still required. We must have a registration form filled out by the student's parent/guardian with all parent/student information and a signed disclaimer ***before*** the first day of planned attendance to allow a child to drop-in.

## **KID'S CLUB WITHDRAWAL POLICY:**

A parent may withdraw a child from the program at any time. You must fill out the form located on our website ([beltway.org/kidsclub](http://beltway.org/kidsclub)). **A verbal, email, or phone notice will not be accepted.** This must be completed before the 5<sup>th</sup> of the month or Dues for your spot for the month must be paid. There are no reimbursements for withdrawals made during the current month.

## **KIDS' CLUB TAX STATEMENTS:**

You can view your statements at any time through your account at [www.myprocare.com](http://www.myprocare.com)

- Look for the reports tab at the top left
- Select: Customer Charge Credit Summary
- Select the filter of dates you would like to view and run your report!
- Tax ID is included



## **PARENT COMMUNICATION**

We communicate all Kids' Club information regarding, holidays, monthly payments, parenting tools and activities through email and Procare App. Please check your email periodically for updates!

## **PERSONAL BELONGINGS AND KIDS' CLUB PROPERTY:**

Kids' Club is not responsible for lost or stolen items. Toys, games, wallets, blankets, and any other personal belongings are to be left at home or in backpacks. If your student purposefully destroys or damages Kids' Club property and/or equipment, the parent/guardian will be responsible to pay for the damage.

## **PHONES AND ELECTRONIC DEVICES**

We have a no phone/electronic device policy. If a student is on a phone or electronic device (smart watch, gaming device, etc.) they will be asked to put it away. If it continues to be a problem, it will be taken up and can be picked up when the student leaves.

## **COMMUNICATION WITH YOUR STUDENT:**

Due to our no phone policy, we will help your student make calls using our Kids' Club phones. If you need to inform your student of something, please call the Kids' Club number and we will get the information to them or arrange for them to take the call.

## **DAILY SCHEDULE:**

Listed below is a regular day at Kids' Club:

- Snack Time
- Gym Time/Playground/Grade Level Activities
- Ministry Time periodically throughout the month 4:00-4:30
- End of Day Activities

## **DRESS CODE:**

Kids' Club follows school dress code. All tank tops must cover the shoulders and shorts must be at least fingertip length. **Closed toe shoes are encouraged for best protection and durability.**

## **SNACKS:**

A snack will be provided each day after school for all students. **Please note on your registration form any food allergies that your student has.** From there we will work out the snack schedule with your family to coordinate what snacks are allowed for your student. Families may pack and bring their own snack if that is preferred.

## **HOMEWORK:**

Kids' Club will provide an opportunity for students to do their homework most times throughout the day. While our staff will support the homework process, they are not responsible for the completion or correctness of homework.



## **MINISTRY:**

Kids' Club is a faith-based program where students participate in biblical teachings, prayer and worship. Kids' Church or KUDOS stands for praise and honor where the focus will be on how to honor each other and praise God. Life Groups are a time where students have a small group opportunity to talk about the lesson more in depth and understand the different ways it might apply to their life. All lessons taught are relevant to their age level through fun and creative large group times to intimate small group settings.

## **MEDICINE:**

If your student will be receiving medication at Kids' Club, a Medicine Authorization form must be filled out by the parent before a student will be given the medication. This form may be picked up and filled out at the Greeter's desk. If your student requires medication during our care, medicine must be in the ORIGINAL container with complete instructions. We are unable to handle medications that require refrigeration.

## **WELLNESS POLICY:**

At the discretion of a Director if a student becomes ill while in our care, you will be notified and will be required to pick up your student within 30 minutes. If you cannot pick up your student, then you will be required to find an alternative person to pick up within that time frame.

Please do not send your student if:

- Temperature is 99.6 or higher.
- Contagious or has had a fever within the last 24 hours.
- The illness results in greater need for care than caregivers can provide without compromising the health, safety, and supervision of the other students.
- Illness that prevents a student from participating in normal Club activities.
- Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrollable diarrhea, 2 or more vomiting episodes in 24 hours.
- Recovering from a contagious illness your student may return after taking antibiotics for 24 hours or upon written approval of your student's physician.
- Has lice and has not been treated.



## **DISCIPLINE POLICY:**

All Kids' Club staff members are trained to use a heart-based discipline approach, developed by Dr. Scott Turansky and Joanne Miller, RN, BSN, ultimately striving for a positive outcome. Our goal is to get to the root of the issue asking these following questions:

1. What did you do wrong?
  - Helps the student understand the problem and create ownership for their own choices.
2. Why was that wrong?
  - Helps the student think rightly about the situation and give vision to help get to the root of the heart issue.
3. What are you going to do next time?
  - This will provide opportunity to coach, teach, and help each student learn how to think through the situation.
4. End with affirmation and encourage the student to try again.
  - We want to empower your student to feel confident that they can make changes or amends and remind them how valuable they are.

Throughout the discipline process we want to encourage self-esteem, self-control, and self-direction. As stated above, we use the Heart-Based discipline process along with positive reinforcement to encourage appropriate behavior. We communicate expectations daily by redirecting behavior, using positive statements, and encouraging breaks as needed to help a student regulate. We will never use corporal punishment or negative discipline that may hurt or humiliate your student. Your student will be pulled aside to have these conversations.

Our goal is to partner with you, as the parent, to overcome repetitive behavioral obstacles together as a team. We will take care of minor discipline problems within our staff without contacting parents. We do ask when issues have been communicated that you please help reiterate with your student the desired behavior for consistency.

## **ABUSE AND NEGLECT:**

It is our legal obligation to report any suspected abuse or neglect to the Texas Department of Family & Protective Services or a law enforcement agency.

## **MEDIA/PHOTO PERMISSION:**

Kids' Club will often take pictures during our program's activities and events. On occasion, we will film or photograph students for the website, social media or promotional material. Your student's picture may be used as stated in the disclaimer signed during registration. Please indicate your preference on your form during registration.

## **6<sup>TH</sup> GRADE – 8<sup>TH</sup> GRADE WEDNESDAY NIGHT STUDENT MINISTRY EVENTS**

Beltway has an awesome Student Ministry! The Student Ministry events for Middle School students are on Wednesday evenings from 6:00pm-8:00pm. If you would like your student to attend our Student Ministry events, please inform a Director or Greeter and we would love to get you connected!



## **BELTWAY KIDS' CLUB DISCLAIMER:**

Below is a copy of the disclaimer you signed upon registration:

- I understand that Kids' Club is NOT a licensed day care facility and is not regulated by the Texas Department of Family and Protective Services.
- I give employees of Kids' Club permission to administer emergency first aid to my student.
- It is agreed that Kids' Club is not responsible for personal property that is lost, stolen, or broken.
- I understand that Kids' Club is a faith-based program where my student may participate in biblical teachings, prayer and worship.
- I understand that in order for my student to attend Kids' Club I must pay any previous balance accrued from either Kids' Club or The Summer Club programs.
- I understand that monthly dues are to be paid on the assigned due dates and cannot be prorated as I am securing my student's spot upon payment. Nonpayment could result in forfeiture of my student's spot.
- I understand that I must submit a Withdrawal Form before the beginning of a session in order to properly withdraw from Kids' Club and avoid further charges.
- I understand that Kids' Club periodically takes pictures of events and could potentially post photos of my child on the Beltway official website, or other online Kids' Club promotions.
- I have read and understand the Parent Handbook located on the Kids' Club website.
- I do further agree and represent that (my student(s) being registered) is qualified, in good health, and in proper physical condition to safely use all facilities available located at 4009 Beltway South, Abilene, TX 79606 and owned by Beltway Park Church sometimes referred to as THE CHURCH.  
I release and hold harmless THE CHURCH, its employees and appointed volunteers for any loss or damage to property, physical injury or death.
- I grant THE CHURCH and its employees and appointed volunteers the authority in granting permission for emergency treatment/hospitalization (including anesthesia) if believed necessary for (my student(s) being registered) in the event of his or her injury and as result of any activity on THE CHURCH premise.





**STUDENT  
CODE  
OF  
CONDUCT**

## **EXPECTATIONS FOR STUDENT CONDUCT:**

- Demonstrate courtesy, even when others do not.
- Behave in a responsible manner
- Exercise self-discipline
- Obey all Kids' Club rules
  - Be Kind and Respectful
  - Listen and Obey the 1<sup>st</sup> time
  - Have a Good Attitude
  - Encourage Others
  - Have Fun
- Respect the property of others, including Beltway property and facilities
- Cooperate with and assist Kids' Club staff in maintaining safety, order and discipline
- Adhere to the requirements of the Code of Conduct

## **GENERAL CONDUCT VIOLATIONS**

The categories of conduct below are prohibited at Kids' Club, on or off campus.

### **DISREGARD FOR AUTHORITY**

Students shall not:

- Fail to comply with directives given by Kids' Club staff
- Leave Kids' Club grounds without permission.
- Refuse to accept discipline or consequence assigned by the Kids' Club staff

### **MISTREATMENT OF OTHERS**

Students shall not:

- Use profanity or vulgar language or make obscene gestures
- Fight or scuffle
- Threaten another student or Kids' Club staff
- Engage in bullying, cyber bullying, harassment or making hit lists
- Engage in inappropriate or indecent exposure of private body parts
- Engage in physically inappropriate behavior towards another student or Kids' Club staff
- Coerce an individual to act through the use of threat or force.
- Engage in inappropriate verbal, physical, or sexual conduct directed toward another person including a student or Kids' Club staff.

### **PROPERTY OFFENSE**

Students shall not:

- Damage or vandalize property owned by others
- Deface or damage Kids' Club property
- Steal from another student, Kids' Club staff or Kids' Club property



## **POSSESSION OF PROHIBITED ITEMS**

Students shall not possess:

- Matches or lighter
- Razor, box cutter, chain or any other object used in a way that threatens or inflicts bodily injury to another person
- Pocket knife
- A fire arm
- A “look alike” weapon that is intended to be used as a weapon or could be reasonably perceived as a weapon
- Fireworks of any kind
- Any articles not generally considered to be weapons, including school supplies, when determined that danger exists.

## **SAFETY MISBEHAVIORS**

Students shall not:

- Run away or try to escape the building and leave the Kids’ Club premises.
- Run from Kids’ Club staff or refuse to stay with their designated group.
- Be a harm to self or others
- Throw objects that can cause bodily injury or property damage.
- Engage in any conduct that that might be believed will disrupt Kids’ Club events or encourage violence.
- Make false accusations or perpetrate hoaxes regarding Kids’ Club safety.
- Engage in verbal (oral or written) exchanges that threaten the safety of another student, Kids’ Club staff, or Kids’ Club property.
- Discharge of a fire extinguisher or fire alarm without a valid cause.

## **DISCIPLINE STEPS**

Discipline and consequences will be used to help improve student conduct and encourage them to be responsible for their actions and help them have a successful day. Disciplinary action will be based on seriousness of offense and the age level of the student. Also including the frequency of misbehavior, the student’s attitude, and the effect of the misconduct on the Kids’ Club environment. As previously stated, our goal in any disciplinary situation is to get to the root of the issue using Heart Based Discipline. Throughout the discipline process we want to encourage self-esteem, self-control, and self-direction.

Some examples may include:

- Verbal correction and redirection
- Talking through the Heart Based Discipline steps and behavior coaching
- Mediation & Apologies
- Taking a Break
- Increased supervision
- Parent Phone Call
- Parent Meetings
- Other strategies and consequences as determined by Beltway Leadership



## **DISCIPLINE STEPS CONTINUED:**

For some of the above-mentioned behavior problems we will take the following steps:

1. If your student's behavior cannot be controlled at Kids' Club or is a safety risk to him/herself, the other students and/or staff, then your student will be removed from his/her group. This will be documented.
2. If the student is removed from their group multiple times, in the same day, then the parent will be contacted via phone to have a conversation with a Director regarding the concerning behavior problems. This too, will be documented.
3. If there is no change in the student's behavior, then the parent will be contacted via phone to come pick up the student for the rest of the day.
4. If these behavior patterns continue, further discussions with Beltway Park Church Leadership and parents will be required to decide what next steps are best for the student.

## **REMOVAL FROM THE BUS**

Wylie ISD handles all bussing needs, issues, and concerns. According to the Wylie Student Code of Conduct, "A bus driver may refer a student to the principal's office or the campus behavior coordinator's office to maintain effective discipline on the bus. The principal or campus behavior coordinator must employ additional discipline management techniques, as appropriate, which can include restricting or revoking a student's bus riding privileges."

If a student's bus privileges become revoked for any amount of time, parents will need to arrange an alternative ride to Kids' Club if so desired.

## **SUSPENSION AND UNENROLLMENT**

Failure to comply with any of the policies and procedures mentioned above may result in suspension or unenrollment from the program. Beltway Kids' Club reserves the right to suspend or unenroll a student for any reason. We will try everything in our power to correct or modify inappropriate behaviors. However, our number one priority is the safety of our students and Kids' Club staff. If we see that a student and/or parents are not complying or working with us to fix a problem or potential problem, then different measures will have to be taken. We will document behaviors, conversations, etc. to keep track of and/or have documentation of unacceptable behaviors for future reference.

Suspension and unenrollment will be decided on a case-by-case basis and reasons for suspension/unenrollment may not be mentioned above. It is our desire for every student to have the best experience at Kids' Club. Suspension and unenrollment will be a last resort but may be necessary to ensure the overall safety at Kids' Club.



**THANK YOU FOR LETTING YOUR  
STUDENT BE A PART OF OUR  
PROGRAM!**

**WE LOOK FORWARD TO  
SERVING YOU AND YOUR  
FAMILY!**

