



## Calvary Kids Club

Located at Calvary Baptist Church

2407 Broadway, Yankton, SD

(605) 665-5594

[www.cbchurch.com](http://www.cbchurch.com)

Handbook: Summer 2017

May 24 - August 11





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2407 Broadway, Yankton, SD  
(605) 665-5594

## SUMMER CHILDCARE

DAYS: Monday - Friday  
TIME: 7:00 AM - 6:00 PM  
AGES: Pre-Kindergarten – 5<sup>th</sup> grade  
FEES: 5 days per week - \$125/week  
4 days per week - \$115/week  
1-3 days per week - \$30/day

## PURPOSE

The purpose of Calvary Kids Club summer care program is to provide a loving, Christian, structured childcare center for children pre-kindergarten through those who have completed 5th grade.

## MISSION STATEMENT

Calvary Kids Club is an outreach ministry of Calvary Baptist Church. Our mission is to provide quality care and Christ-centered education opportunities in a safe, Christian environment.

## STAFF

All staff members are to be role models of Christian living, to be witnesses to Jesus's love through routine experiences; to be open to the Holy Spirit's direction, and to maintain professional relationships with staff, students, and their families.

The Director for Calvary Kids Club is Laura Kotalik. Laura is the Children's Ministry Director at Calvary and has taught and worked with children for many years.

Additional staff members are hired each summer. All are highly qualified and are ready to love and care for your children. Our staff ratio is 1 staff person to every 15 children.

## REGISTRATION

The following paperwork must be filled out and returned to Calvary Kids Club before the first day of care along with current immunization records, registration fee, and payment for the first week of childcare.

- Registration / Application for Admission
- Emergency Medical Care authorization
- Medication Authorization Form
- Planned Attendance Calendar
- T-shirt order form
- Swimming lesson form (with info)
- Child Care Agreement (contract )
- Parent Handbook – sign and return last page

## DAILY SCHEDULE

7:00-8:00 a.m.	Arrival / Free Time
8:00-8:20 a.m.	Morning Snack
8:30-11:00 a.m.	Bible Study / Centers / Art Projects
11:00-11:15 a.m.	Wash / Leave for Lunch at Webster School
11:15 a.m. – 12:00 p.m.	Lunch at Webster School
12:00-1:00 p.m.	Recess / Rest
1:00-3:30 p.m.	Afternoon Activity
3:30-4:30 p.m.	Snack / Recess
4:30-6:00 p.m.	Activity / Free Time

## ARRIVAL & PICK-UP

Children need to be escorted in and out of the center by an adult and signed in and out each day. Operating hours are 7:00 a.m. to 6:00 p.m. Families will be billed \$25 (per each time) if pick-up is after 6:15 p.m. Please call ahead if unusual circumstances are keeping you from arriving on time.

## COMMUNICATION

Notes to parents will be located on the front desk of the children's area. A weekly schedule will be available as well. Please make sure Laura knows your child's attendance schedule for the future week. Parents are welcome to observe their child at the center at any time and immediately upon request.

## FEES & PAYMENT

There is \$25 registration fee due at the time of registration. The first two weeks of care must be paid in advance. Pre-payment will be made on a weekly basis each Thursday for the upcoming week.

5 days per week \$125/week

4 days per week \$115/week

1-3 days per week \$30 per day

ALL field trips are included in the weekly rates.
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Families with 3 or more children will receive a discount on weekly fees. Parents will sign a contract for desired level of care. You must pay your weekly rate whether or not your child is present.

*There will be a \$40 charge for any checks that are returned NSF. Should the NSF result in any charges to Calvary, families will be expected to cover all additional costs. Once the fee is paid, families will receive a grace for the first check return. A second NSF will result in all fees paid strictly in cash.*

## ADDITIONAL FEES

Parents will need to purchase the following:

- Yankton Transit pass (\$50) which will cover all transportation-field trips, swimming, and lunch at Webster.
- Memorial Pool pass for each child (\$45)/family (\$90) (we will need the number of the pool pass).

Optional: Swimming lessons at Memorial Pool require an additional fee (\$26.50).

## ADMISSION & TERMINATION

SPECIAL NEEDS - Calvary Kids Club welcomes all children who meet age/grade requirements. We may not, however, be able to provide care for children who require special care or services. We are unable to provide some types of care due to lack of special training for staff. Please let us know of any special circumstances and we can determine if Calvary Kids Club is able to provide care.

TRIAL PERIOD - All children are considered to be on a trial basis for two weeks and, if need be, children may be removed from the program at the discretion of the leadership team. Calvary Kids Club reserves the right to request the withdrawal of any child for reasons consistent with the best interest of the child himself, the other children and the club.

WITHDRAWAL - A two-week notice must be given for withdrawing a child from Calvary Kids Club. Full tuition payment for the two week notice period is required at the time the "Notice of Withdrawal" form is submitted whether or not your child will be present during the final two weeks of care. If the parent(s) fail to provide two weeks advanced, written notice, the parent(s) agrees to pay regularly scheduled fees for the two weeks immediately after such notice during which the club had no notice of such termination. Any remaining balance is due upon submission of the "Notice of Withdrawal". Please be sure to verify your balance. If you must withdraw your child due to special or extenuating circumstances, please notify the Director to discuss your situation.

TERMINATION - In the event that Calvary Kids Club should ever find it necessary to end the agreement, we will also give the parent two weeks' notice, except for reasons such as but not limited to: destructive uncontrollable or violent behaviors - habitual tardiness in pickup of child - late payment or nonpayment - swearing or any foul language - any disrespectful actions to staff, other children, or church - inappropriate behavior on bus or field trips. These situations will be grounds for immediate termination. If it becomes necessary for us to resort to legal action to collect fees, the parent(s) will be responsible for any legal fees incurred by Calvary Kids Club. This policy is without regard to race/sex/creed/color/religion and is in place in order to ensure all children attending are in a safe and comfortable atmosphere in which to grow and develop.

## CELL PHONES & ELECTRONICS

Children may NOT bring cell phones or other electronic games/devices to the center. Calvary Kids Club is not responsible for lost, stolen, or damaged items.

## HEALTH & SAFETY POLICIES

IMMUNIZATIONS - All families will provide a current immunization record for each child attending.

HEALTH FORM - Each family will fill out a health form to be kept on file at the center.

ILLNESS - If your child is ill, please keep them at home. Do not send your child if they have had a fever, diarrhea, or vomiting in the last 24 hours. Please call us and let us know if your child is sick so we do not plan for them to be at club.

Should your child become ill while here, he/she will be separated from the other children, and a parent will be notified. Your child should be picked up as soon as possible. If a parent is unable to be reached, the contact person listed on your child's emergency form will be called.

The following symptoms will result in a parent being contacted to pick up the child. These are also reasons to keep your child at home or seek alternate care.

- Pain – any complaints of unexplained or undiagnosed pain
- Fever (100 degrees or higher). Must be fever free without the aid of fever reducing medication for 24 hours before return.
- Sore throat or trouble swallowing
- Diarrhea – 3 loose stools in one day or 2 or more in one hour
- Vomiting – 2 episodes in one day
- Rash that is unexplained
- Pink eye (conjunctivitis). Must be on eye drops for 24 hours before return to center.

If your child comes down with any of the following infectious diseases, he/she will not be allowed to attend Calvary Kids Club until the following conditions have been met:

- Chicken Pox - After all blisters have scabbed over
- Croup – After cough has subsided
- Ear Infection – After three doses of medication or after a 24-hour fever free period
- Fever – 24 hours after fever has returned to normal without the aid of fever reducing medication
- Head Lice – After a complete treatment
- Impetigo – After 24 hours of medication
- Pink Eye – After 24 hours of medication and child no longer has matter in eyes
- Ringworm – After treatment with a fungicidal ointment
- Roto Virus – After the child has had one formed stool
- RSV – After wheezing and coughing have subsided
- Shingles – After all blisters have scabbed over
- Strep Throat – 24 - 48 hours after medication
- Thrush – After 24 hours of medication

For the safety of other children, their families and staff members, if your child comes down with ANY communicable disease, please inform the center. In the event that your child is exposed while at the center, we will post notice of such. Contagious diseases will be reported to the Department of Health.

MEDICATION - It is best for children to receive medications at home. In the event that medication needs to be administered at the center, whether it is prescription or non-prescription, the parent MUST fill out a "Medication Authorization" form. All medication must be in the original container and labeled with the child's name, dosage, etc. Only a staff member directed to administer medications may do so. Written documentation concerning the administration of medicine will be kept.

INJURIES - Every effort is made to keep your child safe. Children, however, are likely to acquire bumps, bruises, and scratches during their early years. An incident report will be provided to you notifying you of any injuries your child may incur while at the center. We will notify you by phone if the injury appears to be serious. Parents will need to sign a medical release form in case of serious emergency. In such an event, we will call 911 - we will not attempt to transport the children ourselves. The child will be transported in an ambulance to the Avera Sacred Heart Hospital. Parents will be responsible for any costs incurred due to any emergency treatment.

NO SMOKING AREA - Calvary Kids Club prohibits smoking in the building or on church property. You can be confident that your child will not be exposed to second-hand smoke while in our facility.

REPORTING SUSPECTED ABUSE & NEGLECT - Your child is our number one priority. In the interest of your child, and in accordance with law, we will report ANY suspected abuse or neglect to proper authorities. The state of South Dakota requires that all licensed child care providers report all incidents of suspected or actual abuse or neglect of children regardless of whether they occur in, or are related to the facility. This facility is therefore obligated by law to report such incidents within 24 hours to the office of Child Protection (605-668-3030). Centers are required to notify the child care licensing office of incidents which allege a child was abused or neglected when the center is responsible for that child. Suspected child abuse/neglect incidents will be handled immediately. After a thorough investigation of the incident, continued employment of any staff member involved in a child abuse/neglect allegation or incident will be evaluated.

All staff is required to read and sign a child abuse/neglect statement which defines child abuse/neglect, and identifies reporting responsibilities and procedures.

## REST TIME

There is a rest time during the day for all ages. Children may rest on a mat provided by the center or they may bring a rug, blanket, or mat. Children will store their own items in their storage area by their cubby/coat hook.

## DISCIPLINE

Staff will give positive praise to children to acknowledge behavior such as taking turns, sharing, and keeping hands to themselves as well as appropriate behavior on the bus. Spanking or any other form of physical punishment is prohibited. Children shall not be subjected to discipline that is severe, humiliating, or frightening. If unwanted behavior occurs:

1. Staff member will stop behavior and explain why behavior is not acceptable using positive guidance and redirection.
2. If behavior continues, child will receive a time out.
3. If behavior becomes a pattern, a staff member or Director will contact parents and the child will need to be picked up.
4. If child continually endangers the physical or emotional well-being of others, or willfully damages property, the child may be removed from the program.

Please note that field trip participation may be suspended for inappropriate behavior at any CKC activity.

## NUTRITION

Children will be served a variety of nutritious snacks twice a day, once in the morning and once in the afternoon. We will transport the children utilizing the Yankton Transit to lunch at Webster Elementary School each day from May 30 to July 31. A menu for the Webster meals will be available throughout the summer. In the event that lunch is not served at Webster, we will have lunch at the center. Children may bring their own lunch at any time if desired, but tuition costs will remain the same. Parents may occasionally be asked to provide sack lunches for field trips. Please mark your child's lunch bag.

### Sample SNACK MENU – WEEK 1

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	Toast w/PB Milk/Juice	Bananas/Crackers Milk/Juice	Rolls/Biscuits Milk/Juice	Banana Bread Milk/Juice	Cereal Mix Milk/Juice
Afternoon	Cheese/crackers Milk/Juice	Pizza Bread Milk/Juice	Cereal bars Milk/Juice	Apples/Goldfish Milk/Juice	Cookies Milk/Juice

### Sample SNACK MENU – WEEK 2

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	Breakfast Burrito Yogurt	Bagel/Cheese Milk/Juice	Pancakes/Waffles Milk/Juice	Muffin Bars Milk/Juice	Cinnamon Toast Milk/Juice
Afternoon	Applesauce/Pretzels Milk/Juice	PBJ Sandwich Milk/Juice	Scrambled Eggs Milk/Juice	Cereal/Milk Milk/Juice	Cheesy Bread Milk/Juice

*\*If your child is allergic to certain foods and a substitute is required, Calvary Kids Club must be provided with a doctor's note in order to make these dietary substitutions.*

## FIRE, TORNADO, & LOCK DOWN PROCEDURES

Fire and tornado evacuation procedures are posted at all doors. We will have two fire and one tornado and lock down drill while center is in operation during the summer months.

## TRANSPORTATION

We will use the Yankton Transit for transportation. The Calvary Baptist bus may at times provide transportation to and from scheduled activities as well. There are no seat belts in the bus as pursuant to SD law 32-38-3, stating that by federal law passenger/school busses need not be equipped with safety belt systems.

## NON-DISCRIMINATION POLICY

Calvary Kids Club, under the umbrella of Calvary Baptist Church, Yankton, SD admits children of any race, color, national and ethnic origin to all the rights, privileges, programs and activities. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its education policies, admissions policies, programs or student activities.

## UPDATES & CHANGES

Calvary Kids Club reserves the right to make changes in facility, staff, and policy. Any rate or policy change will be posted as a notice on the bulletin board 30 days in advance of implementation of the changes. All changes that impact our license are submitted to Child Care Licensing.





**Parents: Please sign and date this page and return it to the center for your child’s file.**

I have received, read and understand the policy handbook for Calvary Kids Club and agree to comply with all terms and conditions. I also understand that non-compliance with any of Calvary Kids Club written policies is grounds for immediate termination of service and can be followed by legal action if necessary.

I agree to pay the rate circled below and agree to prepay on each Thursday for the upcoming week of care.

5 days-\$125/week

4 days-\$115/week

1-3 days-\$30/day

NAME OF CHILD(REN) \_\_\_\_\_

PARENT/GUARDIAN’S PRINTED NAME \_\_\_\_\_

PARENT/GUARDIAN’S SIGNATURE \_\_\_\_\_

TODAY’S DATE \_\_\_\_\_

PLANNED DAYS OF ATTENDANCE (CIRCLE ALL THAT APPLY)

MON TUES WED THUR FRI