



**Kid's Club**  
**Program Handbook**

# Kid's Club Policies and Procedures

## Introduction

Welcome to the Kid's Club Program. Our before and after school program is an extension of Maryville Christian School and is available to MCS/MCHS students only. Kid's Club operates Monday through Friday on days school is in session. **Afternoon Kid's Club services are NOT available on days when school is in session for only ½ day.** Kid's Club is located in the elementary lunchroom. Our goal is to provide a safe and fun program for students to develop friendships while respecting themselves and those around them. This handbook outlines what you may expect from Kid's Club and what we may expect from families. If you have further questions, contact the MCS office.

## Our Commitment to Parents

Your children will be cared for in a safe and supportive environment. If you have any concerns related to your child or the program, contact the MCS office.

## Our Expectations of Parents

Parents are expected to communicate transportation changes with the school office. All financial charges accrued through the use of Kid's Club are to be paid. Parents are expected to conduct themselves in a respectful and supportive manner.

## Hours of Operation

Morning- 7:00 a.m. - 8:05 a.m.

Afternoon- 3:05 p.m. - 5:30 p.m

## Contact Information

If you need to contact our Kid's Club Coordinators after school hours, please call **618-505-7003**. We often take the kids outside or to the gymnasium to play. If there is no answer when you call, please call the FB Maryville Church Office at **618-667-8221**.

## Kid's Club Fees and Payment

Morning - \$6.00/student per day

Afternoon - \$7.00/student per day

\*\*Kid's Club fees can be paid for through FACTS

## Morning Arrivals- Elementary

During morning drop off, parents/guardians will pull up to the back patio doors (K-2 lunchroom). Parents MUST escort their child(ren) into Kid's Club. At 8:05 a.m. students are escorted to their classrooms.

**Morning Arrivals- Middle School**

Students arriving between 7:00 a.m. and 7:55 a.m. will have to sign-in at Kid's Club. Students will enter through the MS entrance (door 7D) on the west side of the building.

**Afternoon Arrivals- Elementary**

The after-school program begins promptly at 3:25 p.m. Students will be walked by their teacher to A115 (K-2 lunchroom) at that time.

**Afternoon Arrivals- Middle School**

The after-school program begins promptly at 3:20 p.m. Students must report to A115 (large activity room in the elementary wing) by that time. Students may not remain in the building unattended after 3:20 p.m.

**Afternoon Departures**

For afternoon pick up, parents/guardians must come into the building or to the playground area and sign their child out on the sign-out notebook. Parents/Guardians are required to provide identification (driver's license) at pick up. We will NOT release children to anyone who is not listed and/or approved on your enrollment form unless Kid's Club staff are notified in writing or by phone before sign out time. Children will NOT be released to siblings who are not 18 years or older.

**Late Pick-Up**

A late fee of \$10 for every 15 minutes will be assessed if your child is picked up after 5:30 p.m.

**RULES AND PROCEDURES****No Nut Policy**

Kid's Club has a no nuts policy in order to protect our students who have an allergy. Since Kid's Club is open to all students, a student with a severe allergy may attend at any point. For this reason, no nuts or products containing nuts may be brought to Kid's Club. If a student's snack contains nuts, they will be asked to leave it in their backpack and will not be allowed to eat it during Kid's Club hours.

**Technology Policy**

Elementary students are not permitted to use electronic devices during Kid's Club. This includes but is not limited to: cell phones, tablets, iPods, Nintendo Switches, etc.

Middle school students may use their cell phones during Kid's club. However, they may not allow elementary students to view content on their devices.

## **Behavioral Expectations:**

Children are entitled to a safe and positive environment. All children are expected to behave within accordance with the Maryville Christian School Handbook. Kid's Club cannot provide services to children who display chronic, disruptive behavior. Discontinued use of Kid's Club is determined by school administrator's after the Kid's Club discipline guidelines have been followed. Kid's Club staff will work with the child and family to resolve inappropriate behavior. Strategies include verbal reminders, individual conversations with the child, or a regroup time where the child will be asked to sit out of the activities. Kid's Club staff will communicate with parents verbally and with a written behavior note when issues arise. Behavior notes are to be returned to a Kid's Club staff member or your child's teacher within 3 school days.

## **Kid's Club Rules:**

1. Respect the kid's club teachers
2. Respect other students
3. Keep your hands, body, and things to yourself
4. Clean up after yourself
5. Be safe

## **Expectations and Procedures:**

1. Respect the kid's club teachers
  - a. Listen and obey the rules they have given you the first time
  - b. Speak in a respectful manner towards them
2. Respect other students
  - a. Speak to others in a respectful manner
  - b. Do not take things that do not belong to you
  - c. No bullying (See MCS handbook pg. 13 for definition and policy)
  - d. Do not destroy things that do not belong to you
3. Keep your hands, body, and things to yourself
  - a. Do not touch anyone, at any time, without permission
  - b. Absolutely no hitting, kicking, punching, pinching, or any other contact that can or will result in the harm of another person (student or teacher)
4. Clean up after yourself
  - a. Toys that have been taken out must be returned
  - b. Trash must be thrown away in the proper receptacle
  - c. Put everything back where it belongs before leaving
5. Be safe
  - a. Follow all playground rules (see rules below)
  - b. No climbing/sitting on tables, chairs, or any other surface that could result in an injury
  - c. Do not participate in activities that could potentially result in an injury (no tumbling/gymnastics, breaking things, etc.)
  - d. No running away or leaving without permission

## **DISCIPLINE POLICY**

### **BIBLICAL PRINCIPLES INFLUENCING THE KID'S CLUB DISCIPLINE POLICY**

II Timothy 3:16-17 "All scripture is God breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the man of God may be thoroughly equipped for every good work."

It is the goal of Maryville Christian School to provide a caring, Christ-centered environment to promote self-confidence and self-control in each child **before, during, and after school**. Discipline should also build up, encourage and train our students in principles, concepts and behaviors that honor God. The Bible instructs us to reprove and correct in love with a measure of grace and compassion. Discipline is ordained by God for the building of character and the training of behavior. Our goal of discipline seeks to encourage and develop the self-discipline in children, which is necessary for growth and maturity. The discipline process involves God-given responsibilities not only for parents and staff, but also for children. Children are expected to respond to school staff and supervisory staff members with a Christ-like attitude of respect and courtesy. Guidelines provide boundaries for security and freedom.

#### **Kids Club Discipline Guidelines**

##### *STEP 1*

Remind the student of the policy/rule

##### *STEP 2*

Remove the student from the activity

##### *STEP 3*

Behavior note sent home OR Contact the student's parents/guardians

##### *STEP 4*

Report the student's behavior to an administrator

*\*Administrators have the authority to revoke kid's club privileges*

*\*Kids club staff may skip steps in the discipline policy at their discretion depending on the severity of the situation*

*\*Behavior notes must be returned to Kid's Club Staff or your child's teacher within 3 school days*

*There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance is prohibited:*

- 1) Corporal punishment or threats of corporal punishment;
- 2) Pinching, shaking, or biting a child;
- 3) Hitting a child with a hand or instrument;

- 4) Putting anything in or on a child's mouth;
- 5) Humiliating, ridiculing, rejecting, or yelling at a child;
- 6) Subjecting a child to harsh, abusive, or profane language;
- 7) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age

## **Injuries**

If a child is injured during Kid's Club, an incident report will be completed by Kid's Club staff at the time of injury with a copy given to the parent/authorized designee at the time of pick up. Care will be given for minor injuries. If a major injury occurs, care will be given in accordance with staff's level of first aid training, and parents will be contacted. If immediate medical attention is deemed necessary, appropriate steps will be taken.

## **Illness**

In an effort to maintain a healthy environment, please follow the guidelines below regarding illness with your child. A parent will be notified if a child displays any of the symptoms below. The child must be picked up within 30 minutes of notification. If the parent is unable to be reached, another person authorized to pick up the child will be called.

- Symptoms indicative of one of the serious, communicable diseases identified in the Illinois Department of Health Control of Communicable Diseases Code (77 Ill. Adm. Code 690).
- Fever (temperature of 100 degrees or above)
- Vomiting/Diarrhea
- Influenza (cough, congestion, chills, fever, muscle aches)
- Sore Throat/Strep (sore throat with fever)
- Viral conjunctivitis (pink eye)
- Head lice