



**Allen ISD**

Where Eagles Soar

***Kids Club***

***Parent Handbook***

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2022-2023

*Allen ISD Community Services 601 E. Main Street Allen, Texas 75002 972-727-0503*

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<p><b>ALLEN ISD ADMINISTRATION</b>  Kids Club After-School Program  972-727-0503  601 E. Main Street  Allen, TX 75002</p>	<p><b>KERR KIDS CLUB</b>  Kids Club After-School Program  214-495-6777  1325 Glendover  Allen, TX 75013</p>
<p><b>ANDERSON/ROUNTREE/STORY KIDS CLUB</b>  Kids Club After-School Program  972-396-6940  305 N. Alder Drive  Allen, TX 75002</p>	<p><b>LINDSEY KIDS CLUB</b>  Kids Club After-School Program  469-675-2069  5730 Wilford Drive  McKinney, TX 75070</p>
<p><b>BOLIN KIDS CLUB</b>  Kids Club After-School Program  214-495-6764  5705 Cheyenne Drive  Parker, TX 75002</p>	<p><b>MARION KIDS CLUB</b>  Kids Club After-School Program  214-495-6788  1595 Stablerun Drive  Allen, TX 75002</p>
<p><b>BOON KIDS CLUB</b>  Kids Club After-School Program  972-747-3346  1050 Comanche Drive  Allen, TX 75013</p>	<p><b>NORTON KIDS CLUB</b>  Kids Club After-School Program  469-675-2110  1120 Newport Drive  Allen, TX 75013</p>
<p><b>CHANDLER KIDS CLUB</b>  Kids Club After-School Program  469-467-1411  1000 Water Oak Drive  Allen, TX 75002</p>	<p><b>OLSON/REED KIDS CLUB</b>  Kids Club After-School Program  972-562-1836  1751 E. Exchange  Allen, TX 75002</p>
<p><b>CHEATHAM KIDS CLUB</b>  Kids Club After-School Program  972-396-3023  1501 Hopewell Drive  Allen, TX 75013</p>	<p><b>PRESTON KIDS CLUB</b>  Kids Club After-School Program  972-908-8709  2455 Hilliard Drive  Allen, TX 75013</p>
<p><b>EVANS KIDS CLUB</b>  Kids Club After-School Program  972-727-0396  1225 Walnut Springs Drive  Allen, TX 75013</p>	<p><b>VAUGHAN/BOYD KIDS CLUB</b>  Kids Club After-School Program  972-727-0481  820 Cottonwood Drive  Allen, TX 75002</p>
<p><b>GREEN KIDS CLUB</b>  Kids Club After-School Program  972-727-0370  1315 Comanche Drive  Allen, TX 75013</p>	

## **Expectations**

Enrollment in the after school program constitutes an understanding that you will abide by the policies listed as follows:

### **Parents Expectations of the Program**

Parents may expect that:

1. Their children are cared for in a safe, supportive environment.
2. They may visit with the Site Coordinator about concerns related to their child or the program.
3. They will be told about any misbehavior on the part of their child and will visit with the Site Coordinator in order to bring about improvement in the situation.
4. They will be informed promptly if their child does not arrive at Kids Club according to his/her enrollment information.
5. The Site Coordinator will regularly inform them about Kids Club activities.

### **Programs Expectations of the Parents**

Kids Club expects that parents:

1. Pay fees on time.
2. Keep the child's records up to date.
3. Pick up children on time.
4. Follow health policy.
5. Contact the Site Coordinator if their child will not be attending on a scheduled day.
6. Pay attention to any communications from the Site Coordinator regarding their child's behavior, and cooperate in efforts to bring about improvement to the situation.

### **Children's Expectations of the Program**

Children may expect:

1. To have a safe, supportive and consistent environment.
2. To use all the program equipment, materials and facilities on an equal basis.
3. To receive respectful treatment.
4. To have discipline that is fair and appropriate.
5. To receive nurturing care from staff members who are actively involved with them.

### **Programs expectations of the Children**

Kids Club expects that children will:

1. Be responsible for their actions.
2. Follow guidelines set forth in the AISD Student Code of Conduct Handbook.
3. Remain with the group and child care staff at all times.
4. Take care of materials and equipment properly and return them to their place when done or before taking out new ones.
5. Arrive at Kids Club promptly, according to the enrollment information.

## **Fees and Payment Policy**

Kids Club salaries, supplies and administrative expenses are supported entirely by fees. The **2022-2023** fees are as follows:

Registration Fee	\$50.00 per child
Summer Registration Fee	\$50.00 per child
Full Time Tuition	\$70 per child per week \$50 AISD rate per child per week
Part Time Tuition	\$60 per child per week (3 days per week)
In-Service Days and Holidays	\$40.00 a day per child

Other discounts may apply for those students on the Federal Free and Reduced Lunch Program. Please call the Kids Club office for more information. Verification required.

1. Registration fees are non-refundable.
2. Tuition payments are auto drafted on the 1st of each month. A system generated late fee of \$25.00 will automatically be charged on the 8<sup>th</sup> of each month if payment has not been received. Tuition not paid by the 10<sup>th</sup> of each month will result in an immediate suspension of child care services until the fees are paid in full. Reinstatement may occur on a space available basis when all fees have been paid in full.
3. Allen ISD Kids Club accepts American Express, Discover, MasterCard and VISA payments through the Eleyo Auto-payment portal.
4. Tuition is based on the number of days school is in session and then divided out by nine school months (September through May). All months will be charged at the same rate, regardless of the number of days within each month. In-service days, holidays and breaks are optional and an additional fee is required if services are utilized on those days.
5. Online enrollment and the \$50 registration fee must be complete before the child's start date. It is the parent's responsibility to keep all information up to date.

## **Hours and Dates of Operation**

Kids Club is also available on teacher staff development days, breaks, some holidays and during the summer. View the Kids Club calendar to see a list of all dates available.

Kids Club office hours	8:00-4:30 M-TH / 8:00-4:00 F
Afternoon program hours	3:00-6:00
In-Service & Holiday hours	7:15-6:00
Summer hours	7:15-6:00

If your child attends Kids Club during a holiday or break, you will need to supply them with a “ready to eat” sack lunch and drink that does not require refrigeration. Kids Club will provide a morning and afternoon snack on each of these days.

Kids Club closes at 6:00pm. Parents whose children remain past 6:00pm will be required to pay overtime fees to compensate an employee who remains with the child beyond 6:05pm. A charge of \$1.00 per minute will be assessed. Childcare services will be withdrawn after three occurrences. In the event parents and/or emergency contacts cannot be reached, the staff will contact the Allen Police department for support.

### **Absences**

If your child will not be attending the Kids Club program because of a scheduled appointment, vacation or other planned absence, please notify the Site Coordinator in advance. Absentees without prior notification may be mistaken for a missing child and unnecessary concern and time spent in searching for the child may occur. If a child does not arrive on time to the program as intended, the site coordinator will contact the parents. If the parents cannot be reached, the Site Coordinator will contact the child’s emergency contacts.

### **Release of Students - Sign out/Pick-up Procedures**

During the registration process, parents will be able to designate who is able to pick up their child. In the case of shared custody or visitation rights, we must have a copy of the court document to determine who can add/change information. Corrections or additions to the information must be made in writing by the primary parent. Staff members will not allow a child to leave with a person who had not been given parental permission. In the event a person not listed arrives to pick up a child, we will call the parent listed.

Children must be checked out daily and will be released to an authorized pickup in the designated pick-up lane. A picture I.D. will be required from all persons picking up your child (including the parent). All persons allowed to pick up your child must be listed in your enrollment information. Staff will not allow a child to leave with anyone not listed. In the event a person not listed arrives to pick up your child, a parent must be notified for direction. In the event the parent cannot be reached, the child will not be allowed to leave the campus.

Children may not walk home from our program. Should a parent request that a child be signed out by a sibling/minor, he or she will need to be listed as an authorized person to pick up on the enrollment information.

## **Medications**

All medication whether prescription or nonprescription, needed during Kids Club hours must be kept with Kids Club. Whenever a child is to be given a prescription or over the counter medicine, please contact [Jennifer.Daniels@allenisd.org](mailto:Jennifer.Daniels@allenisd.org) to receive a Medical Authorization Form for medication. The medication must be provided in the original container. If medication is to be kept at the Kids Club site for treatment of a chronic condition, no more than one-month supply should remain at Kids Club at any time.

Only authorized employees may administer:

- Prescription medication, in the original, properly labeled container, provided by the parent, along with an AISD Medication Request and Authorization form. No blister packs, plastic bags, or expired medication will be accepted.
- Nonprescription medication, in the original, properly labeled container, provided by the parent along with an AISD Medication Request and Authorization form. Any student requesting to take an over-the-counter medicine more than three times per school week may be required to submit a signed doctor's authorization stating the name of the medication, the dosage and number of days that the medication is required.
- Products containing aspirin with written instructions and authorization from the student's physician or other licensed health care provider.

Please make sure that any medication necessary is available (on site) and that the appropriate forms for its use have been completed in the parent portal. Kids Club does not have access to the nurse's office. Medications required must be provided to Kids Club.

## **Health and Safety Procedures**

Kids Club does not maintain a nurse or other health professional on staff. If your child has a known medical condition (asthma, diabetes, seizure disorder, etc.), please notify the Kids Club office in addition to the campus nurse.

If a child has any one of the following conditions, the parent will be notified to pick up the child immediately: contagious disease, fever over 100 F, vomiting or diarrhea and any accident requiring medical attention.

In case of an accident or illness, parents of the child will be called immediately. In serious cases, the child will be taken to one of the local hospitals by ambulance or emergency vehicle for treatment and the parents will be called as soon as possible.

In the event a child soils his/her clothes, parents/guardians will be contacted to come and pick up the child immediately. Parents are encouraged to send an extra set of clothes in the child's backpack to provide them with a change of clothing. Students must be potty-trained and able to bathroom themselves.

### **Immunizations**

Only children attending AISD are eligible to enroll in the Kids Club after-school program. Immunizations requirements are recorded and kept on file in the nurse's office at the child's home campus.

### **Lice**

In the event that your child has lice, parents will be notified to pick up and the child must be treated before returning to school. Kids Club employees will notify campus nurse.

### **Insurance**

Public school students may sign up for accident insurance in the fall of each school year. Parents who wish to enroll should check with the school office during regular school hours.

### **Snack**

Snacks are served each afternoon in the Kids Club program. Kids Club will provide a morning and afternoon snack on in-service days and holidays that the program is available. If your child has food allergies please let us know, and we will do what we can to provide an alternative snack. Lunches provided by Kids Club while on field trips during our summer program may not meet the nutritional values recommended.

### **Food Allergies**

If your child has a food allergy an action plan must be completed and kept on file.

### **Children's Personal Property**

Children's personal property, coats, clothing, school bags, etc. must be cleared from the cafeteria after each session. Any personal property, which remains after the session, will be taken to the school office lost and found box. Although Kids Club attempts to help children stay organized, Kids Club cannot be responsible for lost personal property.



## **Children with Special Needs**

Staff members are trained how to handle special requirements of children enrolled; for example, allergies, learning difficulties, physical or mental limitations, behavior difficulties, etc.

Children with special needs will be considered for enrollment on an individual basis. In most cases, children will be accepted as long as their needs can be met in a child to staff ratio of 1:20, and they can toilet and feed themselves. The decision will be reached after consulting with the child's parent(s) and ideally the child's classroom teacher. Once the nature of a child's special needs is determined, Kids Club staff can (with support from parents) help the child make a smooth transition into the program.

The following steps will be taken if a child attempts to leave the facility by him/herself.

1. If a child tries to leave a facility, staff will attempt to position themselves at each exit of the program to prevent a child from leaving.
2. If a child exits the facility, the staff will attempt to retrieve the child and return them to the facility.
3. If a child struggles with the staff in an attempt to leave the facility, the staff will restrain the child in a way to prevent the child and the staff from harm.
4. If a child tries to run away and staff is unable to stop them, 911 will be called immediately. Program supervisors and parents will be notified immediately.
5. Parents will be contacted to immediately pick the child up in the event that the child leaves the property.
6. Children that continue to run, leave the property, or refuse to move with the group may be permanently terminated.

## **Behavior and Guidance**

The goal of our discipline policy is to guide children in becoming happy, responsible and cooperative participants in this program. Effective discipline should increase children's self-respect by:

1. Developing self-control and responsibility for one's own actions.
2. Fostering respect for the rights and feelings of others.
3. Teaching skills for resolving conflicts.

Staff will utilize positive behavior strategies for guiding children. It is our policy never to resolve conflict by use of emotional or physical abuse. We cannot allow others, including the children, to do so at the Kids Club site. Positive attention from staff rewards children for appropriate behavior. When conflict arises, it is our goal to work with individual children by listening to what each has to say and helping children to resolve conflicts by use of effective communication. In the event that staff has exhausted all discipline measures a child can be permanently discharged from the program.

## **Discharge**

Chronically disruptive behavior is defined as verbal or physical activity which may include, but is not limited to, such behavior that: requires constant attention from the staff, inflicts physical or emotional harm on other children, abuses the staff, or ignores or disobeys the rules which guide behavior during program hours. Should a concern arise regarding a child's behavior/needs, parents will be contacted to discuss/review the situation. Staff will utilize a variety of appropriate interventions to address the inappropriate behavior. If a child's behavior does not improve after reasonable efforts have been made by staff to assist the child with making appropriate choices and following directions, the student can be discharged from the program.

1. If the severity of a problem is great enough that it could endanger the safety of the child, other children or staff members in the program, parents will be contacted immediately to pick up the child and a suspension will be given.
2. Temporary suspension can be anywhere from 1-10 days of regular program time. When a child is suspended, parents will be contacted to pick the child up from the program immediately. A child who is suspended from Kids Club may not come to the program on the days he/she is suspended and parents must make other arrangements for after-school care. Kids Club does not have any type of "in school suspension" available. Kids Club tuition is not refunded for days missed due to suspension.
3. Children may be suspended for not following the guidelines and rules set forth in the AISD Student Code of Conduct.
4. If a child's needs are greater than can be met in a staff to child ratio of 1:20, Kids Club may not be a suitable option for after-school care.
5. Any situations regarding behavior during Kids Club is separate from the school and is handled with Kids Club procedures and policies.
6. Kids Club works with school resource officers and local police in certain circumstances that may arise.
7. Due to privacy laws, Kids Club staff is not permitted to discuss children, other than your own, with you in regards to behavior or any other aspect of the Kids Club Program – just as staff is not permitted to discuss your child with other parents/guardians of children in Kids Club.
8. A child placed in alternative school by the school district will be dropped from the program and will be able to return once released from alternative school based on available space.
9. A child placed in ISS (In School Suspension) during regular school hours will be allowed to attend Kids Club at the discretion of the Kids Club Supervisor.
10. A child may be discharged for non- payment of fees or persistent late pick up.

### **Unscheduled Closings**

Kids Club is not available when school is closed due to bad weather such as snow and ice and other circumstances such as power outages or other utility problems.

### **Communication**

Kids Club welcomes your feedback and input. All questions and concerns regarding Kids Club should be addressed with the Site Coordinator at each program, or the Kids Club Director.

Kids Club is not required to be licensed and has received exemption from the governance of Child-Care Licensing. Kids Club is associated with AISD and is operated by AISD employees.

### **Transportation**

Kids Club may occasionally go on field trips during summer and in-service days during the school year. A schedule will be provided ahead of time. Staff will be increased to a 1:15 ratio on field trips. Transportation is provided by the Allen ISD Transportation Department.

### **Preparedness Drills**

Allen ISD adheres to the recommendations of the Texas schools Safety Center as it applies to drills and emergency procedures. Drills practiced at each campus include: Hold, Secure, Lockdown, Evacuate, and Shelter.

### **Homework**

Kids Club will provide the opportunity for students to independently complete homework each day. Kids Club does not guarantee that all homework will be completed at the time of student pick-up. It is the responsibility of the child and parent to define homework expectations.

### **Withdrawal from the Program**

Parents wishing to withdraw their child from the Kids Club program must log into the Eleyo portal and submit a contract withdrawal two weeks prior to the discontinuation of this service.