



WESTSIDE
K I D S C L U B

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Parent Handbook

Westside Christian Preschool/Childcare
Kindergarten - 5th Grade



Kids' Club PARENT HANDBOOK

POLICIES:

I. Parent Responsibilities:

A. Registration:

1. Requires a completed application.
2. Summer Activity Fee: \$75 or \$150, (dependent on number of weeks attended) - non-refundable (*covers special presenters, bus, bus driver, entry fees, t-shirt*)
3. ***No child's name will be added to the class list until steps 1&2 are completed.***
4. Tuition Payment Methods:

Note: tuition will be charged for all days marked on the enrollment form.

- It is understood that tuition must be paid no later than the first day of attendance each week.
- Parents are encouraged to use the convenience of the SmartCare Parent App to make payments online. You may also choose to pay by cash or check in the pre-school office between the hours of 8:30 and 4:30.
- CCDF vouchers are accepted. Registration fees and co-payments are the parent's responsibility. (See CCDF POLICY)
- After (10) days non-payment all services may be suspended. Any extenuating circumstances that interfere with tuition payment should be discussed with the preschool director.

5.

B. Clothing:

1. A change of clothing, to be kept on hand for emergencies such as spilled milk, paint or other accidents, shall be provided by the parent. It must be contained in a backpack-type bag, clearly labeled with the child's name. Any child who has an accident and does not have an appropriate change of clothing will result in the parent being called to either pick up the child or to provide the necessary clothing.
2. The school dress code will be in effect for Kids' Club throughout the summer.
 - a. No mid-drifts, short-shorts, etc. ***Strap-on sandals and tennis shoes ONLY are acceptable.*** Thongs, flip-flops, etc. do not allow children the mobility to participate in many of the activities planned.
 - b. One-piece swimsuits **ONLY!**

C. Attendance Policy:

1. Full and part-time options are available. A two day per week minimum is required.
2. Camp is open 6 am - 6 pm, Monday - Friday. All participating students must arrive on field trip days by the time listed on the calendar provided. Field trip times are scheduled well in advance and the vendors expect us to be on time. **The bus will not be delayed for any reason.**
3. Parents must call by 8:00 a.m. to report tardiness or absences.
4. Absences due to illness must be reported. ALL parents will receive notice of verified communicable diseases.

5. Parents are expected to keep children at home if they have displayed symptoms of illness within the last 24 hours (fever over 100 degrees, vomiting, diarrhea, etc.). If a child becomes ill during the day, you will be called to make arrangements for pick-up.

II. Discipline:

1. Children are to be treated with respect.
2. Redirection & Time-outs are used.
3. Children may be sent to the office to see the preschool director.
4. Violent behavior such as hitting, kicking, spitting, etc. may result in immediate suspension of summer camp services.
5. At the discretion of the Kids' Club staff and director, repeated offenses may result in termination of services to your child. This is especially true of difficult behavior on field trips.

III. Field Trips:

Field trips are an important part of our summer Kids' Club program. The following policies will be strictly adhered to:

- A. Parents must complete and sign all field trip permission forms by the due date, which will be clearly defined on the permission slip.
- B. ***Parents may NOT pick up or drop off children at field trip locations.*** ALL children must be transported to and from field trip locations by WCP.
- C. Children who do not display appropriate behavior during the week prior to a field trip may be excluded from an outing at the discretion of the director. Parents will be responsible to provide alternate care for their child on the designated field trip day should it become necessary to exclude a child for behavior issues. ***School personnel will not be providing alternate care arrangements for children expelled from a field trip opportunity.*** (No tuition or Activity Fee is refunded for missed field trips.)
- D. A child who behaves inappropriately on any field trip will be excluded from attending the next scheduled trip and may be expelled from the summer Kids' Club program for the remainder of the summer.
- E. ALL children will be expected to participate in ALL field trip activities the child is registered for. If you do not wish for them to participate in a scheduled activity, do not plan on sending them to school that day, or bring them after the return time listed on the activity calendar.
- F. Children are **NOT** to bring personal spending money for field trips. All activities are paid for in advance. School personnel are not responsible for money brought with the child that is lost or stolen.
- G. Parents are welcome to chaperone field trips. Please see the director for any pre-requisite training required. Due to limited transportation, please do not bring siblings. Parents may be asked to provide their own transportation.
- H. Field trip schedules may be subject to change due to weather or other uncontrollable circumstances.

IV. Children's Responsibility:

- A. Children may bring books, toys, games (excluding electronic devices), etc. from home. Items brought from home will be the sole responsibility of your child. WCP is **NOT** responsible for personal items that become lost or broken while at camp.
- B. No toy which resembles a weapon or that may be used as weapon is to be brought to Kids' Club (*i.e., guns, knives, bombs, etc.*).
- C. **No cell phones or electronic devices (including handheld games and tablets)**, may be brought from home. If such devices are found, they will be taken to the preschool office for a parent/guardian to pick up.
All communication to children enrolled in Kids' Club should be directed through the office at 273-1072. Cell phone communication has in actuality created some miscommunication issues for our staff. Parents have called their child to say someone not on the pick-up list is picking them up today. The staff has no knowledge of this communication and our efforts to maintain a safe and secure program for each child is voided. (*Simply calling the preschool office at 273-1072 will ensure that the staff and your child know of any changes*).
- D. Toys that are inappropriate in nature or are misused may be taken away from your child at the discretion of the Kids' Club staff, to be returned to a parent at pick-up.
- E. Children must participate in all scheduled activities. Failure to do so may result in suspension of services (*Children may be excused from specific activities for a designated period of time with a doctor's written prescription.*).

V. Food:

- A. Children enrolled in the summer Kids' Club program will be provided with appropriate a.m. and p.m. snacks and lunch. Because we are a participant in a Federally Funded Food program, **NO food may be brought from home with the exception of birthday celebrations or other special events as designated by Kids' Club staff.** Due to government health regulations, all special-event snacks brought to school by children must be store-purchased, not homemade.
- B. Food allergies will be dealt with according to "Child and Adult Care Food Program" requirements. Please complete a "Special Dietary Needs" form for any medical or non-medical conditions in regard to meals. See the director for additional information.

VI. Medications:

- A. All medications will require completion of the following items:
 - 1. All medications must be in their original bottles.
 - 2. The child's name must be on the original bottle.
 - 3. All medications must be accompanied by a doctor's signed prescription.
 - 4. No outdated medication will be administered.
 - 5. All medications must be signed in on the medication board in the office. No over-the-counter medications will be given without a signed doctor's prescription on file.

VII. Late Charges:

- A. Each parent is expected to make arrangements to pick children up no later than 6:00 P.M.
- B. Children who are not picked up by 6:00 P.M. shall be escorted to the preschool office, where staff will make attempts to contact the parent.
- C. Failing that, staff will call other authorized pick up individuals as designated by the parent/guardian in the registration process.
- D. If staff cannot make contact with individuals authorized to pick up the child, other steps may be taken.
- E. A late fee of \$1.00 per minute/per child will be charged after 6:00 P.M. (per the clock in the Preschool Office). This fee is to be paid when the child is picked up.
- F. Repeated offenses of the pick up time or failure to make Late Fee payments may result in suspension of service for the remaining days of camp.

VIII. Sunscreen:

- 1. Written permission for sunscreen use must be on file in the school office.
- 2. Parents must supply sunscreen for their child.
- 3. Bottles should be clearly labeled with your child's name and given directly to Kids' Club staff.
- 4. Sharing of sunscreen between campers will **NOT** be allowed.
- 5. Children are expected to apply their own sunscreen. They may request assistance from a staff member, who will be happy to help. If the child refuses to apply their own sunscreen, it is not the responsibility of the staff to apply it.
- 6. It is your responsibility as the parent to retrieve any unused portion of your child's sunscreen at the end of the season. If it is not picked up at the end of the summer it will be disposed of.