



Parent Guide

Before & After School Program

Williamsville Central School District 2010-2011

Office: 6265 Sheridan Drive, Suite 106
Williamsville, NY 14221
716.639.8500
www.justforkidsonline.org

Welcome to the Just for Kids Before & After School Program!

You are registering your child into a high quality Before & After School Program operated by The Synergy Group of the Niagara Frontier, Inc., and housed within the elementary and middle school buildings of the Williamsville Central School District. The *Just for Kids* management team of education and child care professionals, along with the on-site staff, is knowledgeable and dedicated to working with you and your child to make your experience with us smooth and worry-free.

This Parent Guide was written to help answer questions you may have about *Just for Kids*. Please review carefully the various policies and procedures outlined below. If you have additional questions, please feel free to contact the *Just for Kids* main office at (716) 639-8500 between 8:00 A.M. and 4:00 P.M. or e-mail info@justforkidsonline.org for general inquiries.

Thanks for choosing *Just for Kids*- We look forward to a great year!

Qualifications

Just for Kids, operated under Childcare Network and managed by The Synergy Group, is a 501c (3) Charitable Organization (non-profit). We have been running programs for young school-age children for more than 11 years.

The Before & After School sites are registered by the NYS Office of Children & Family Services and allow us to enroll children in Kindergarten – grade six (age 12). As per NYS regulations, the staff to child ratio in the program is maintained at one staff member to every 10 children.

The Before & After School Programs of *Just for Kids* have been developed by a team of educators with a combined 47 years of experience in caring for and teaching children. A school Psychologist supervises all sites, and there are Site Managers assigned to coordinate activities and supervise programming at each of the individual schools.

Before hiring, applicants go through an extensive screening process including interviews, fingerprinting, two different levels of background checks through NYS, pre-employment medical screening, etc. Once hired, staff participate in a comprehensive orientation and ongoing in-service training program designed to provide information, resources and strategies for delivering successful care to school-age children.

Program Objectives

The *Just for Kids* Program has been designed to:

- Promote positive, respectful behavior
- Improve students' reading and problem solving skills
- Develop new skills, talents, and goals
- Encourage a sense of community

Program Features

Just for Kids features:

- Literacy activities and homework help
- Wide variety of activities and choices
- Imaginative play opportunities
- Projects that apply school day lessons
- Choices, routines and clear responsibilities
- Small experiments with everyday products
- Physical activities that de-emphasize competition
- Music, dance, and drama opportunities
- Opportunities to learn about diverse cultures
- Kids Care Programming / volunteering projects

If you have suggestions for programming, special guests or field trips, please share with us!

Activities take place in the school cafeterias, gyms and outdoor spaces as weather permits. Upon school dismissal, children enrolled in *Just for Kids* should proceed directly to the school cafeteria, where they will be greeted by *Just for Kids* staff. If your child also participates in extra curricular activities within the school, he or she must FIRST report to *Just for Kids*.

Site Cell Phone Numbers:

Casey	783-2117		Country Pkwy	225-3536
Dodge	225-3538		Forest	783-5039
Heim	225-3540		Maple East	783-2113
Maple West	783-2114		Transit	225-3541

Scheduling:

Just for Kids reserves children's spaces on a monthly basis. At the time of registration, you will be provided an Enrollment Level Selection Form, which outlines the desired attendance schedule for your child(ren).

Fees

Monthly Fee Schedule	Before School ONLY		After School ONLY		Combination
5 days	\$191.58		\$263.37		\$423.10
4 days	\$153.47		\$208.00		\$336.17
3 days	\$118.45		\$159.50		\$258.49
2 days	\$77.25		\$107.00		\$171.35

Add-a-Day: \$ 9.50 / AM Session \$ 13.50 / PM Session

Forms available at site, or through the main office. Please refer to "Schedule Changes."

Payment Policies

- **REGISTRATION FEE:** There is a \$50.00 non-refundable registration fee per family
- **ELIGIBILITY:** Complete registration materials must be submitted to the *Just for Kids* Main Office by 8/6/10 for services starting on the first day of school. Materials received after 8/6/10 will be slated for a 9/13/10 or later start date.

- DISCOUNTS: available to parents/guardians enrolling multiple children: 15% discount for a second sibling; 10% discount for a third sibling; 5% discount for paying in full by 9/1/10.
- Tuition is based on an annual number of state regulated days of attendance, multiplied by our rate and divided into monthly payments. This number takes into account scheduled school breaks, holidays, half days, etc.
- Credits will not be issued for child illnesses, family vacations, or other absences on scheduled (reserved) school days.
- Credit of 50% will be issued for school closures due to weather, emergencies, or other situations beyond our control. The credit will be applied automatically to the last billing cycle in May.
- Payment is due to the *Just for Kids* Main Office by the 15th of each month for the upcoming month's services (*i.e.*, *October's payment is due on September 15th*). Invoices and receipts can be requested via the Payment Form at the time of registration. Please note that receipts will be sent out AFTER the 20th of each month.
- The payment guarantee of \$60.00 will be used should an account default.
- Payment guarantee balances will be returned at the end of the school year, or can be applied to the last tuition payment upon written request by the parent.
- Payment must be made to the administrative office and will not be accepted at school sites. Mail payment to: 6265 Sheridan Drive, Suite 106 Williamsville, NY 14221
- We accept payment by VISA, Discover, MasterCard, Check, or Money Order.
- We can not accept cash payments or postdated checks.
- All families must adhere to the payment schedule. If your child care is reimbursed from your dependant care account, submit documentation of your account claim form to the main office for review and authorized signature in advance.
- We accept payment from one party only; exceptions will be made when legal documentation is provided.
- If a check is returned by your bank, your credit/debit card is declined, or if payment is received after the 20th of the month, a \$35.00 fee will be imposed.
- If payment is not received at our office by the last day of the month, your child will not be permitted to attend until payment is made, and we may allocate the space to a family on our waiting list. Feel free to call our office to confirm our receipt of your tuition payment!
- If you are late in picking up your child (after 6:00 p.m.), or drop off your child prior to the start of the morning program (7:00 AM), your account will be charged a \$15.00 fee for each 10 minutes or part thereof.
- Our Tax Identification Number is: 16-1595625
- *Just for Kids* is a program of Childcare Network of the Niagara Frontier, Inc., a 501 c(3) Charitable organization (not for profit)

Scheduling

Just for Kids reserves children's spaces, and is not a "drop in" service. At the time of registration, you will be provided an Enrollment Level Selection Form, which outlines the desired attendance schedule for your child(ren). Registration materials must be submitted by 8/6/10 for services starting the first day of school. All late registrations will be processed for a 9/13/10 or later start date. Register early to ensure your preferred days of service.

Schedule Changes

All changes must occur *in writing* on the appropriate form and must be submitted to the *Just for Kids* main office prior to the noted deadline. All forms are available at site and from our main office. Please call us at 639-8500 in advance so that we may assist you.

It is the responsibility of the parent/guardian to notify school secretaries/teachers/transportation department in writing, *in advance*, of any change that is made so that your child is dismissed

from school to the appropriate program. *Just for Kids* is not responsible for children on days in which they are not scheduled.

Long Term Change of Enrollment (one month or greater):

If you would like to make long term changes to your child's monthly schedule (reserved days), please contact the *Just for Kids* main office to obtain the Change of Enrollment form. The completed form must be submitted to the main office for processing by the payment due date so that your account is properly billed. Please note: Change of Enrollment requests can only be processed by our main office.

Short Term Changes:

Add-a-Day:

If the change is temporary (i.e. for one week or one day), and your request can be accommodated while allowing the program to maintain compliance with respect to license capacity and staff to child ratios, you may make arrangements to add days to your child's schedule with 24-hour advance notice. The cost is \$9.50/AM session and \$13.50/PM session.

If you would like to add a day *within the current attendance* week you may do so by consulting with your child's Site Manager. To add additional days outside of the current week, please call the *Just for Kids* office. Keep in mind that there is no guarantee that we will be able to accommodate last minute reservations.

Absence/Cancelled Day:

Please note that we are unable to accommodate "switching" of reserved days unless a Change of Enrollment Level form, used only for long term changes (one month or greater), has been submitted to the main office. We are unable to grant refunds for cancellations made following the payment deadline (see payment policy). Please notify the school in writing if your child will be absent from the program on a scheduled day to ensure proper dismissal.

Long Term Absence (one month or greater): If you would like to put your child's attendance on "hold" for one to three months, please complete the Long Term Absence form at least one week in advance of the payment due date. All long term absences will be considered effective for the following month's enrollment. Please note: Refunds not issued for absences within the same enrollment month; registration fee is non-refundable. Must be a currently attending student to be approved for a long term absence.

Program Cancellation: Notification of program cancellation must be submitted directly to the *Just for Kids* Main Office on the specified form. Please note: credit/refunds not issued for cancellation within the same enrollment month or with less than two-week notice; registration fee is non-refundable. Of course, we offer credit if given adequate notice (see above) and will prorate your account based on a four-week month.

Dropping Off at *Just for Kids* (Before School starts at 7:00 AM)

- A Parent/Guardian must bring the child into the program and sign in with a *Just for Kids* staff member. It is important to give a *Just for Kids* staff member any pertinent information about your child at this time as well as to ensure their safe arrival. **We are not responsible for children who may have been dropped off prior to 7:00 a.m.**

Picking Up at *Just for Kids* (After School programming ends at 6:00 PM)

A Parent/Guardian or individual authorized, as per the registration package, are the only people who will be permitted to pick up a child from the program. Until staff get to know you, photo identification will be required. **Under no circumstances will children be permitted to leave the program unless escorted by a Parent/Guardian or authorized individual who is at least 16 years of age.**

Please have your child clean up what he/she is doing before leaving the program, then sign out with a staff member. Pick up time is a great opportunity to consult with staff regarding upcoming activities, special guests, concerns, etc. Please be advised that when you are at *Just for Kids*, at drop off and/or pick up, your child is your responsibility.

Meals and Snacks

Just for Kids will provide a cold breakfast daily with milk before school (elementary sites only) and a healthy afternoon snack with beverage after school. Should you wish, you may supply your child with additional fruit, vegetables, and/or drink in addition to the choices provided by *Just for Kids*. Due to the number of children with severe food allergies, we are unable to allow other snacks to be brought in by students.

Please Bring

- Homework and/or reading material (book, magazine, etc., for literacy time)
- Sneakers (for physical activity in gymnasium and outdoor space)
- A water bottle with a tight top closure (labeled, please!)
- A great attitude! Kids are challenged to make new friends, learn new skills, and practice pro-social behavior during the *Just for Kids* programs.

Please Do Not Bring

- Toys from home (please see “Lost and Found” policy).
- Electronics (cell phones, video games, etc.)

We have many toys, games, and activities for the children to enjoy while at *Just for Kids*.

Communication

Please be sure to send a note to your child’s classroom teacher explaining that your child will be attending the *Just for Kids* Before & After School Program. Be sure to indicate start date and schedule so that the teacher may help guide your child accordingly. Any change to your child’s schedule must occur in writing, and a copy must be sent to both *Just for Kids* and your child’s teacher. Safety is a priority!

Announcements and general information will be posted at *Just for Kids* locations and distributed to families at drop off and pick up times. We also publish a regular newsletter available by email. Please feel free to approach a staff member when you have concerns about your child, questions to ask, or information to share. In order to attend to your child’s individual needs, it is important for us to be made aware of any changes within the family unit, problems at home, etc.

Lost and Found

Please label your child's belongings with his or her first and last name. *Just for Kids* does not accept responsibility for lost, misplaced or damaged items. All "found" items will be added to the school's lost and found bin.

Children's Behavior

We have found that by getting the kids involved in deciding how they will treat each other when they are at *Just for Kids*, we are able to create a safe, respectful and enjoyable place for all kids to be. At the beginning of the school year, we will lead discussions with the kids in order to draft a social contract – the rules for respectful behavior that the kids agree to follow. The social contract will be posted for kids to see when they are at the program, and copies will be distributed to families.

We expect that kids will follow the social contract since they help to write it. Occasionally, however, we are called upon to discipline your child. The staff at *Just for Kids* strongly believes in behavior management through role modeling, positive reinforcement, honest communication and creating awareness for each child about his or her actions and associated consequences.

Our goal is to provide a safe environment for all kids attending. In the case of excessive behaviors that become threatening to the health and safety of the children or staff, a Parent/Guardian will be called to pick up a child who is having a particularly difficult time. If the excessive behavior is ongoing and is not corrected within a reasonable amount of time, the child will be asked to leave the program. In the case of extreme situations a child will be expelled from the program immediately. If suspension/expulsion occurs, credit is not issued and full payment is due.

Injury Reports

Active children sometimes acquire bumps on the knees, etc. while playing with their friends. Through appropriate supervision, we do our best to minimize these little accidents. If your child gets hurt, he/she will be attended to, and the incident will be documented on an accident report form and forwarded to you for signature. The form is then placed in your child's registration file for recordkeeping purposes as required by the NYSOCFS. If a child's accident results in any significant mark or bump on the face or head, we will notify you by telephone.

Illness

Just for Kids reserves the right to refuse admittance to a child who, in the judgment of the Site Manager or senior site staff, appears ill.

If your child becomes ill while at *Just for Kids*, we will call you to pick up your child. You will need to provide *Just for Kids* with phone numbers where you may be reached during program hours, as well as two emergency numbers in case we are not able to contact you.

Medication

Just for Kids will not administer medication other than emergency distribution of Oral Metered Dose Inhalers (Asthma) and EpiPens (severe allergic reactions).

If your child has a severe health need requiring the use of either of the above medical procedures, we need your express written consent (See Written Medication Consent Form) available on site, online, or via the *Just for Kids* office.

Medical Emergencies

In the event of a medical emergency (accident or severe illness), we will call 911 and take the child by ambulance to the hospital. The child's registration file and signed Day Care Registration Card will be taken to the hospital to allow immediate treatment. The Parent/Guardian will be called and advised of the situation/destination hospital. If the Parent/Guardian cannot be reached immediately, the emergency contact listed in the registration package will be notified.

School Breaks/Half Day Programming

February and April Recess: Just for Kids offers programming during the one-week school breaks. Special guests and daily themes, large scale arts and craft projects, and perhaps a field trip will be included in this Day Camp like setting. Additional logistics and programming information for these sessions will be made available well in advance for planning purposes.

Parent/Teacher Conference Days: If you would like your child to attend *Just for Kids* on a Parent/Teacher conference day, and he/she typically attends on the respective day, we will automatically add him/her to the list. We will be happy to add your child if space permits.

On Parent/Teacher conference days, *Just for Kids* will provide an afternoon snack. Children should bring a "peanut free" bag lunch with a drink, or parents may elect to purchase a pizza lunch from *Just for Kids* (Campobello's Pizza). On these "special" days, we may invite special guests to the sites or participate in an optional off site field trip. Additional details will be made available upon receipt from the District.

Emergency School Closings/Delays

Just for Kids will not be open when the school buildings are closed or in the event that after school activities are cancelled. If the start of school is delayed in the morning, the start of the *Just for Kids* Before School Program will be delayed by that same amount of time. For example, a one-hour delay in the start of school equates to a one-hour delay in program opening.

We encourage you to have a back-up care arrangement for your child for times when the District makes the decision to dismiss students early, cancel after school activities, or close school. PLEASE NOTE: Should after school activities be cancelled, all students will be dismissed from school via their regular dismissal plan (bus, parent pick up, etc.).

Please watch the news or listen to area radio stations as designated by the District for school closing information. You may wish to sign up for e-alerts via the District website for direct notification. As always, it is a parent responsibility to be aware of weather conditions and school closings.

Just for Kids staff will do their best to remind parents of upcoming days that the school, and therefore the *Just for Kids* Program, will be closed.

Questions? Please call us at 639-8500 or email info@justforkidsonline.org. Stay tuned for more information, and check out our website at www.justforkidsonline.org!!!