



# Parent Guide

## Before & After School Program

*Williamsville Central School District 2012-2013*

*Policies and Procedures*

Office: 6265 Sheridan Drive, Suite 106  
Williamsville, NY 14221  
716.639.8500  
[info@justforkidsonline.org](mailto:info@justforkidsonline.org)

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

The *Just for Kids* Before & After School Program is operated by the Childcare Network 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 educators 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 pleasing and rewarding.

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 5:00 P.M. or e-mail [info@justforkidsonline.org](mailto: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, is a 501c (3) Charitable Organization (non-profit). We have been running programs for school-age children since 1994.

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 48 years of experience in caring for and teaching children. A School Psychologist supervises all sites, Site Managers assigned to coordinate activities and supervise programming at each of the individual schools.



## **Our Staff**

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

## Just for Kids Program Features

- Kids Care Projects
- Kids College Special Guests
- Literacy activities
- Wide variety of activities and choices
- Imaginative play opportunities
- Projects that apply school day lessons
- Choices, routines, and clear responsibilities
- Small experiments with everyday product
- Physical activities that de-emphasize competition
- Music, dance, and drama opportunities
- Opportunities to learn about diverse cultures
- *Pages for Pizza*: A reading incentive program

Activities take place in the school cafeterias, gyms and outdoor spaces, weather permitting. 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 check-in at *Just for Kids*.**

### Site Cell Phone Numbers:

Casey	783-2115	Country Pkwy	225-3536
Dodge	225-3538	Forest	783-5039
Heim	225-3540	Maple East	783-2113
Maple West	783-2114	Transit	225-3541

### Dropping Off at *Just for Kids* (Before School program 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 dropped off prior to 7:00 a.m.***

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

A Parent/Guardian or authorized individual, as per the release form, are the only people who will be permitted to pick up a child from the program. 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*.

### **Please Encourage Your Child to 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, nooks, e-readers, etc.)

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



### **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.

### **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 our 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.

### **Children’s Behavior/Bullying Policy**

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. Should a child have significant difficulty following appropriate program behaviors, a progressive discipline policy will be enforced.

We expect that kids will follow the social contract since they help to write it. Occasionally, however, we are called upon to discipline a 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. Bullying of any kind is unacceptable. Any use of aggression with the intent to hurt another person is not tolerated. 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.

### **Playground Consent**

In consideration of child participation in Playground Activities during the *Just for Kids* Before and After School Program, it is understood that the physical nature of this type of play involves risks of serious bodily injury, which may be caused by my child's own actions or inactions, or the actions of other children participating in these activities.

School property is regulated by the NYS Education Department and meets with the standards of that department. If the staff of the Program believes conditions are unsafe or behavior of program participants is unsafe, the staff will disallow or immediately discontinue use of the playground.



I understand that by agreeing to allow my child to participate in playground activities, on page 2 of the Registration Materials, I discharge, and covenant to hold harmless *The Child Care Network of the Niagara Frontier, Inc.*, d.b.a. *Just for Kids*, its respective administrators, directors, agents, officers, volunteers, employees, other participants, and owners and lessors of premises on which the Activity takes place, (each considered one of the "Releases" herein) from all liability, claims, demands, losses, or damages on my or my child's account caused or alleged to be caused in whole or in part by the negligence of the Releases or otherwise, future agree that if, despite this informed consent, waiver of liability and assumption of risk, I, or anyone on my behalf, makes a claim against any of the Program, I will indemnify, save, and hold harmless the Program from any loss, liability, damage, or cost which any may incur as the result of such claim.

### **Injury Reports**

Active children sometimes acquire bumps on the knees, etc. while playing with their friends. Through supervision, we do our best to minimize these minor accidents. If your child gets hurt, he/she will be attended to, and the incident will be documented on an incident report form and forwarded to you for your signature. Completed forms are kept on file in compliance with NYSOCFS regulations. 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), Epi-Pens (severe allergic reactions) and Benadryl when in combination with Epi-Pen. 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) via the *Just for Kids* office or [info@justforkidsonline.org](mailto:info@justforkidsonline.org).

### **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 emergency information and profile 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 contacts listed in the registration package will be notified

### **Payment Policies**

- REGISTRATION FEE: There is a \$50.00 non-refundable registration fee per family
- 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 8/3/12.
- To provide parents with a consistent rate, 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 will be applied automatically to the last billing cycle in May.
- Payment is due to the *Just for Kids* Main Office by the 15<sup>th</sup> of each month for the upcoming month's services (*i.e.*, *October's payment is due on September 15<sup>th</sup>*). Invoices and receipts can be requested via the Payment Form at the time of registration.
- Payment must be made to the administrative office and will not be accepted at school sites.
- We accept payment from one party only; exceptions will be made only 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 20<sup>th</sup> 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.
- End of the year tax statements will be emailed to all parents by January 31, 2013.
- Our Tax Identification Number is 16-1589523

## **D.S.S.**

The *Just for Kids* School Age Program is happy to support the needs of local families. We have contracted with the *Erie County Department of Social Services* in order to support those whom have been approved for Temporary Assistance Day Care, Transitional Day Care, Non-Temporary Assistance Day Care, and Preventive/Protective Services Day Care. Please call the *Just for Kids* main office for the required paperwork. For information about eligibility, call 716-858-8953 or visit the Erie County DSS website at <http://www.erie.gov/depts/socialservices/daycare.asp>.

## **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 through 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 for which they are not scheduled to attend the program.

## **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 and are dependent on availability.

## **Short Term Changes**

To request a temporary adding of days to last no more than three weeks, please contact the main office. 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. The cost is \$9.50/AM session and \$13.50/PM session. Keep in mind that there is no guarantee that we will be able to accommodate additions, as capacity and ratios must be maintained.

## **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 and submit to the *Just for Kids Main Office* 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. There will be a \$25.00 processing fee.

## **Program Cancellation**

If you would like to cancel your child's attendance at *Just for Kids*, a *complete Cancellation Form must be submitted to Just for Kids Main Office*. 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.

## **School Breaks/Half Day Programming**

*February and April Recess: Just for Kids* offers programming during the one-week school breaks. Special guests, daily themes, large scale projects and daily hobbies 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. If they do not regularly attend, we will be happy to add your child if space permits.

On Parent/Teacher conference days, *Just for Kids* will provide an afternoon snack and pizza party. Children may also bring a "peanut free" bag lunch with a drink. On these "special" days, we may invite special guests to the sites. 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. In the event that after school activities are cancelled, *Just for Kids* will run an abbreviated session through 4:30 PM. 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 or close school. Please watch the news or listen to area radio stations as designated by the District for school closing information. It is a parent's responsibility to be aware of weather conditions and school closings. It is recommended you sign up for E-News via the District Website for notifications.

*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.

## **Before and After School Registration Understandings**

1. **Parent/Guardian** will pay the Program a non-refundable, annual registration fee of \$50.00 per family, and tuition based on planned attendance level and in accordance with the printed tuition rates and payment policies.
2. **Policies and terms** shall be effective from the time of initial enrollment through the duration of the 2012-2013 school year.
3. **The Program** reserves the right to terminate enrollment without notice should child's or family's presence jeopardize the health, safety, or well being of other children, families or staff.
4. **Parent/Guardian** represents and warrants that he/she has provided full and accurate information to the Program on all registration forms he/she has completed in connection with his/her child's enrollment.

5. **Parent/Guardian** further represents and warrants that he/she has read and understands the policies and procedures set forth in this Parent Guide and shall abide by them, as now or hereafter amended from time to time.
6. **Parent/Guardian** shall indemnify the Program, the Corporation, its directors, officers, agents and employees harmless from any loss or liability incurred as a result of his/her breach of any representation or obligation of Parent/Guardian under this agreement.
7. **Parent/Guardian** is responsible for keeping informed of *Just for Kids* policies, which JFK frequently highlights at the Parent sign-out table, through email blasts and via the *School Age Scoop* Newsletter.



Like us on Facebook to receive program updates, special event notifications and contest giveaways!



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### **Questions?**

Please call us at 639-8500. Or email [info@justforkidsonline.org](mailto:info@justforkidsonline.org) . We are happy to help! Stay tuned for more information, and check out our website at [www.justforkidsonline.org](http://www.justforkidsonline.org).