



AFTER SCHOOL/SUMMER DAY CAMP AT CONCORD

After School Care/Summer Day Camp

2018-2019

**Program and Policy
Information**

**11704 Kingston Pike
Knoxville, TN 37934
(865)-672-1447**

FIRST BAPTIST CHURCH CONCORD
KIDZCONNECT
After School Care
2017-2018

Table of Contents

Arrival and Departure	Page 3
Birthdays	Page 3
Child Abuse	Page 7
Child Custody	Page 3
Clothing	Page 3
Discipline Plan	Page 5-6
Fees	Page 4
Health and Emergency Information	Page 5
Holidays	Page 6
Impaired Parents	Page 3
Personal Items	Page 6
Records	Page 6
School Closure – IMPORTANT MUST READ	Page 6
Summary of Child Care Approval Requirements	Page 7
Welcome	Page 3
Withdrawal	Page 7

KIDZCONNECT HANDBOOK AND POLICIES

Welcome to KidzConnect 2018-2019. KidzConnect will open for the school year on August 8, 2018. When school begins on August 8, 2018, please send a note to your child's teacher to let them know that your child will be attending KidzConnect at First Baptist Concord. Farragut K-5 and Northshore students will ride a school bus to First Baptist Concord. Farragut Middle School will ride the First Baptist Concord mini bus back to First Baptist Concord. **KidzConnect DOES NOT supply transportation during Kindergarten Staggered weeks. The child will need to be picked up and brought to us on the staggered day if they need to come to KidzConnect.**

Parents and guardians are offered the opportunity to have an on-site visit of the facility and the review the program's policies and procedures prior to enrollment.

The KidzConnect staff is eagerly looking forward to sharing this coming school year with you and your child!

Arrival and Departure:

A child may only be released to the persons named on his/her registration form. If someone other than the named person(s) is to pick up a child, the parent must send an email, fax (218-5592), or written permission with a signature and date to the KC office personnel.

An authorized adult must sign out all children before leaving the facility each day. This is a Department of Education regulation for your child's safety! No KidzConnect student or student's sibling under 16 years old is permitted to sign out the student!

Please do not drop students off before 7:15 a.m. on **Full-days**. Drop off and pick up will take place at the preschool front desk. **ALL CHILDREN MUST BE DROPPED OFF IN THE PRESENCE OF A STAFF MEMBER and SIGNED IN BY A PARENT.**

Office hours on regular school days is M-F 10AM-6PM
Full Days hours of operation are M-F 7:15AM-6PM

Birthdays:

Invitations to birthday parties may not be given out at KC.

Child Custody:

We respect legal decisions regarding issues of child custody. In fairness to parents and children, we require documentation of the rights of each parent, grandparent, or others in order to restrict visitation and pick-up. As well, no parent information can be given to any other parent regardless of the circumstance.

Clothing:

Please dress your children appropriately for KC. They will need a pair of comfortable tennis shoes (only non-marking gym shoes allowed on the gym floor). **Please NO flip-flops.** Lost and found items will be donated to charity at the end of each month.

Impaired Parents:

If anyone arrives to pick up a child and is impaired (due to alcohol or substance abuse), we are required to keep the child with us until someone else can pick up the child.

Tuition & Fees:

ASC Tuition: Kindergarten- 8th grade

<u>Farragut and Northshore</u>		
	K	1ST—8TH
1 DAY	\$63	\$67
2 DAYS	\$120	\$130
3 DAYS	\$181	\$192
4 DAYS	\$240	\$255
5 DAYS	\$302	\$320

<u>Concord Christian School</u>		
	K	1ST—8TH
1 DAY	\$52	\$54
2 DAYS	\$100	\$103
3 DAYS	\$150	\$154
4 DAYS	\$201	\$207
5 DAYS	\$250	\$258

❖ Registration Fee: \$145.00 or \$75.00 (for summer only) **due at enrollment**

Full-Days: \$50.00 a day added to the next month’s tuition Maxes out at \$200.00(Same for SDC)

½ Days: \$25.00 a day added to the next month’s tuition.

○ Sibling Discount: 10% a day; this discount only applies to siblings who are both/all in KidzConnect

- Failure to notify of absence: \$5.00 each occurrence
- Failure to notify of pickup: \$5.00 each occurrence
- Late fee: \$25.00 a month added to the next month’s tuition for payments received after the 10th and payments must be full amount of invoiced month.
- Late Pick-Up:
 - \$3.00 per minute after 6:05 p.m.
 - \$5.00 per minute after 6:30 p.m.
 - **At 6:45, if no parent contact, Department of Children Services will be called.**

* Registration Fees are paid at KidzConnect after school care enrollment, and will carry over to KidzConnect summer day camp. Registration fees will have to be paid again in August. **These fees are nonrefundable.**

Explanation of Fees:

Tuition: tuition is due on the tenth of every month, unless the tenth falls on a non-business day. It is then due on the next business day. Tuition fees must be paid for the days the child is signed up to attend **even in the absence of that child**. A two week written notice must be given of the child's absence in-order to receive credit.

Failure to Notify of Absence and Pickup: KC is accountable for each child in our care. Therefore we must call each parent if a child is absent on a day he or she is supposed to attend KC. Because this has become a timely process, we are applying a \$5.00 charge for parents who fail to notify KC of their child's absence. There is also a \$5.00 charge if a child attends on a day that is not one of their scheduled days, and the parent does not notify KC staff.

*The office phone can accept voicemails 24/7. Please call KidzConnect **BEFORE** 12:00 p.m. and inform personnel if your child is attending a day which they are not usually scheduled, or will not be attending on a regularly scheduled day. Failure to do so will result in a failure to notify charge for that day.

Transportation: Transportation is available from Farragut Primary, Intermediate and Middle school and from Northshore Elementary. On days when Knox County Schools close for inclement weather after the start of the school day, KC will be closed and transportation **will not** be provided. Children who do not abide by the rules while in transport may lose the privilege of riding the bus.

Full-days: There will be a sign-up sheet in a notebook for each individual day. If you sign your child up **you will be expected to pay** if the name is not removed by 6:00 p.m. the last business day before the full-day. You must sign your child up or call in advance if you want your child to attend. Failure to do so may result in the child not attending due to a violation of Instructor/child ratios required by DOE. Each child should bring his/her own lunch (with a non-carbonated drink) labeled in a sack or lunch box. If you will be delivering lunch to your child, bring the lunch no later than 11:30 a.m. Please **do not** send food that must be heated or refrigerated. Afternoon snacks will be provided.

Students cannot attend KidzConnect with a delinquent account status past 30 days. Please contact the KC office if you need to make other payment arrangements.

Health and Emergency Information:

Children who show signs of illness cannot be accepted at KidzConnect.

Recommendations are taken from the Report of the Committee on Control of Infectious Diseases of American Academy of Pediatrics.

A child should be kept home when any of the following exist:

1. Fever
2. Vomiting or diarrhea
3. Any symptom of the usual childhood diseases - Scarlet Fever, German Measles, Mumps, Chicken Pox and Whooping Cough
4. Common Cold (with fever)
5. Sore throat
6. Croup
7. Any unexplained rash
8. Any skin infection - boils, ringworm, impetigo

9. Pink eye and other eye infections
10. Green or yellow runny nose due to infection

Health department regulations prohibit our accepting a child with any of the above symptoms unless the child's physician states in writing that the child is not contagious and can, therefore, be in a group situation.

First Baptist Concord is a smoke free Campus.

Lice

Live lice or nits found on a child will result in a phone call to the parent to pick up the child.

Illness

When a child has had strep throat, he should remain out of school/center until he has been on oral medication at least 48 hours or 24 hours after an injection.

A child with chicken pox generally should remain out of school/center until all eruptions have completely scabbed over.

Emergency

In the event of an emergency, the staff member(s) THEN in charge of the child may authorize all necessary medical treatment. Parents/guardians will be immediately informed! The parent must sign a statement of consent to this policy at the time of registration.

Prescribed Medicine

If prescription or over the counter medication is to be taken by a child while in attendance at KC, a member of the office staff must administer it; we will not give medication without doctor's directions. **KidzConnect will not administer over the counter medication any longer.** Medication should be given to a staff member upon arrival to the center. A "Permission to Administer Medication" form **must be completed** by the child's parent and kept in the child's folder. Parents will be notified of any serious communicable diseases occurring in the program.

Discipline Plan:

The discipline plan for KC is based on Scripture and Choice Theory. Consequences may range from a simple verbal instruction of "make better choices" to suspension from the program. Based on the student's offense, pattern of behavior, and choices, consequences may include an age appropriate "time out", talking or writing about the problem, physical exercise, or consultation with teachers/administrators and parents. The disciplinary steps that will be taken upon the occurrence of an inappropriate action are as follows:

1. A verbal warning will be given to a student and informed of an appropriate consequence that will be enforced upon the reoccurrence of the inappropriate action.
2. Upon reoccurrence of the action, the previously designated consequence will be enforced. The Parent will be notified if problem continues.
3. The parent will be notified if the situation continues to persist and if deemed necessary, will be asked to meet with instructor(s) and the KidzConnect Director.
4. If the Situation continues, the parents may be asked to meet with a minister of First Baptist Concord, which could result in the possibility of suspension from the KidzConnect program.
5. Abuse to any KC instructor(s) by a child will not be tolerated. Parents will immediately be notified and required to pick up their child. The child will be isolated from the rest of

the children until the parents arrive. Reoccurrence of such actions could result in a suspension or expulsion from the program.

6. Courses of action will be determined on a case by case basis.

We want the students to understand the connection between the choices they make and the resulting consequences. We actively look for opportunities to praise positive choices and provide improvement oriented consequences. All KC staff is trained to build positive relationships with their students and teach the connection of choices with their consequences.

Holidays:

KidzConnect will be closed:

- Memorial Day May 28, 2018
- Independence Day July 4, 2018
- Inservice/ Training Day August 2, 2018
- **Closing at 1:00pm** August 3, 2018
- Labor Day September 3, 2018
- **Closing at 3:00pm** November 21, 2018
- Thanksgiving (2 days) November 22-23, 2018
- Christmas Break December 24-26, 2018
- New Year's Day December 31, 2018 and January 1, 2019
- Martin Luther King, Jr. Day January 21, 2019
- Good Friday April 19, 2019

dates are subject to change

School Holidays, In/Service, Spring Break, and Fall Break are automatically deducted from tuition, but you will be charged after the month for the days they attend.

Personal Items:

Participants should not bring toys, ipods, cell phones, video games, or other personal items from home unless instructed to do so by his/her teacher. These items should be labeled on such occasions. **First Baptist Concord, KidzConnect is not responsible for the replacement or return of lost or damaged personal items.**

*Within reason, middle school students will be allowed to have cell phones and children are allowed to have their smart watches. If these electronics cause too much distraction or problem, KidzConnect Instructors have the right to take these items up and return to the parent at pickup end of day.

Records:

We must have an application, current immunization record, and copy of insurance card. PLEASE KEEP THE KC HANDBOOK ON FILE FOR FUTURE REFERENCE.

School Closure:

The following information is very important and must be read.

KC follows Knox County School and Concord Christian School (CCS) schedule for snow days and closures. If Knox County is closed for inclement weather, sickness, etc. then KC **will be closed to Knox county children**. If CCS is closed for inclement weather, sickness, etc. then KC **will be closed to CCS children**. Transportation **will not** be provided by KC if Knox County closes during the school day. If Knox County or CCS is closed for a holiday and the other closes for inclement weather, KC **will be closed**. Please check your local

weather channel for closures and be watching for emails from KidzConnect on these types of closures. If both Knox County and CCS are out of school for inclement weather/sickness KidzConnect **will be closed**. Please have a plan ready for your child in the event that this occurs.

Refunds/Credits

Refunds or credits will be made only for days beyond the amount of days built into the public school calendar and will be for days we are unable to make up (ex. public school closed for six days, and the public school year has five snow days established in the calendar, therefore, one day will either be credited or made up for the program.)

Campus Closure:

In the event that First Baptist Concord campus closes for any reason, KC will be obligated to close. Transportation will not be provided by KC if the campus closes. Parents will be notified by KC as soon as possible. **Tuition will not be refunded for these types of closures.**

Withdrawal/Attendance:

A written notice given to the KC office is required two weeks before you withdraw your child from the KC program. Payment is due for the two week notice.

Department of Education Regulations Concerning Required Reporting of Suspected Child Abuse

The Tennessee Legislature requires that all childcare agencies provide parents with this information and we hope this will be helpful to you. We also encourage each of you to share your concerns and feelings about this important issue with us.

Definition of Abuse:

1. Physical Abuse is the non-accidental injury of a child requiring medical treatment; any form of punishment involving hitting a child with hand or object, resulting in severe bruising.
2. Physical Neglect is the failure to provide for sustaining necessities such as medical care, adequate nourishment, or proper supervision (leaving young children unattended).
3. Sexual Abuse is the exploitation of a child for the sexual gratification of another. Abuse may include fondling, exhibitionism, pornographic photography, verbal stimulation, rape, or incest.
4. Emotional Abuse is excessive, aggressive, or unreasonable parental behavior that places demands upon the child to perform beyond her capabilities.

Remember that child abuse is not usually a single physical attack or a single act of deprivation or molestation. It is usually a pattern of behavior, taking place over a period of time, and its effects are cumulative and devastating.

Indicators of Physical Abuse/Neglect:

Parents who abuse their children may show some common characteristics:

1. They may seem to be isolated from the community and have no close friends.
2. When asked about the child's injury/bruises, they may offer conflicting reasons or no explanation at all.
3. They may seem unwilling or unable to provide for the child's basic needs.
4. They may expect too much of children.
5. They don't supervise or discipline their children in a way that teaches the children to correct the behavior.

Children may exhibit the following symptoms:

1. Repeated injuries that are not properly treated or adequately explained.
2. Behavior ranging from disruptive and aggressive to passive and withdrawn.
3. Assumption of parental role toward brothers/sisters or even parents.
4. IF YOU BELIEVE A CHILD HAS BEEN ABUSED OR NEGLECTED, CONTACT DHS OR LAW ENFORCEMENT IMMEDIATELY!!

To report abuse and neglect, contact the TN Department of Human Services at:

Dist 2, CTY #47 Suite 200

2700 Middlebrook Pk.

Knoxville, TN 37921-5698

594-6151

531 Henley St. Suite 210

Knoxville, TN 37902

594-6060

OR

[Summary of Rules and Regulations DOE](#)

