

2021-2022

KIDS' CONNECTION

PARENT HANDBOOK



CARMAN-AINSWORTH COMMUNITY EDUCATION
The Learning Community
1181 West Scottwood
Flint, Michigan 48507
(810) 591-7238 Fax 591-3650

August, 2021

Dear Kids Connection Parent or Guardian:

Welcome to Kids' Connection. This handbook is provided to inform you about the Kids' Connection program and answer any questions you may have regarding the Carman-Ainsworth, K-5 grade, before and after school program. Our goal is to provide a safe, nurturing quality program for your child. Please take the time to read through this important information and if you have more questions or concerns please give us a call at The Learning Community, Community Education Office.

**KIDS' CONNECTION HOTLINE
591-7238**

Thank You.

KIDS' CONNECTION

PROGRAM PURPOSE

The purpose of Kids' Connection is to provide a safe, nurturing quality childcare program for children in grades K-5.

PROGRAM PHILOSOPHY

The Bendle/Carman-Ainsworth Community Education Kids' Connection Program recognizes each child as a whole person having individual differences and whose growth occurs in developmental stages and that having a safe, nurturing environment can assist in the social, emotional, physical and psychological well-being and growth of a child.

GOALS FOR CHILDREN

Our program strives to provide each child with opportunities to:

- Develop a positive self-image.
- Develop social interaction skills.
- Develop language and communication skills.
- Develop creativity, imagination and self-expression through play.
- Develop independence and self-control.
- Develop large and small muscle skills.
- Develop intellectual skills appropriate for each child's age capability and interest.
- Increase attention span and ability to follow directions.
- Develop acceptable social values including thoughtful and courteous behavior.
- Experience a nurturing, caring environment with a high degree of success in activities.

SCHOOL YEAR LOCATIONS/HOURS

Dillon Elementary
(Serving Dillon & Rankin)
1197 Schumacher Ave.
Flint, MI 48507
591-3590

Monday - Friday
6:30 a.m.-8:45 a.m.
3:30 p.m.-6:00 p.m.

Dye Elementary
1174 Graham Road
Flint, MI 48532
591-3229

Monday - Friday
6:30 a.m.-8:30 a.m.
3:30 p.m.-6:00 p.m.

Randels Elementary
6022 Brobeck
Flint, MI 48532
591-3250

Monday - Friday
6:30 a.m.-9:00 a.m.
4:00 p.m.-6:00 p.m.

SUMMER LOCATION/HOURS

Every other year Dye or Randels Elementary

SPECIAL NOTES:

Kids' Connection is closed on all official school holidays and snow days. The State of Michigan licenses Kids' Connection.

Children attending Rankin Elementary will have bus service to and from Dillon.

***Summer location may vary from year to year.**

PROGRAM ADMISSION/RELEASE

Elementary age students (grades K-5) are eligible for the before and after school child care program.

How to Register a Child:

1. A *CHILD INFORMATION CARD* and *REGISTRATION FORM* must be completed prior to attendance in the program. Pick up your forms at The Learning Community, Community Education Office before school begins or from the Kids' Connection Supervisors after school is in session. Or online at www.carman.k12.mi.us
Please fill in each blank **completely** on the CHILD EMERGENCY INFORMATION FORM (if not applicable, please enter "N/A" or "None"). IT IS VERY IMPORTANT THAT YOU INDICATE ANY ALLERGY TO ANYTHING THAT YOUR CHILD MAY HAVE WITHIN THE BOX PROVIDED. BE SURE TO INDICATE "NONE" FOR ALLERGIES IF YOUR CHILD HAS NONE. Please be sure to list allergies, if any. The Child Care Provider is *Community Education*.
We have a firm policy of not permitting any unauthorized person to pick up your child. If the parent(s) are not picking the child up, we must have the person's name that is, on your EMERGENCY INFORMATION FORM. Please add telephone numbers next to the emergency pickup persons. We reserve the right to require the identification of anyone we do not know.
Children must be signed in **by the parent or guardian** at the time of arrival and signed out at the time of departure. Children will not be allowed to walk to the program or walk home from any Kids' Connection program.
Kids' Connection uses a pre-pay system for charges. At the beginning of each week, please estimate the number of hours that your child or children will attend the program and advance pay based on your estimate.
2. Once a child is registered they may use the program as needed.

How to Release a Child:

1. A child may withdraw from the program at any time without penalty. However, charges must be paid in full upon withdrawal. If there is a credit on the account, contact the Community Education office so that a reimbursement can be processed.
2. The program works in partnership with families to provide the best program possible. The program reserves the right to release a child from the program under the following circumstances:

A.) Behavioral Reasons

Kids' Connection reserves the right to ask a parent/guardian to withdraw a student based on observations that the environment is not able to meet the needs of the student at this time. In this event, the supervisor will meet with the parent. Using the Kids' Connection discipline procedure, a plan will be determined by the supervisor and the parent. Following this, the supervisor will keep the parent informed as to whether or not there have been improvement. If not, the student will be withdrawn. Withdrawal may result from behavior such as violent outbursts or destructive actions toward staff, other students, or property.

B.) Accumulated charges with no attempt to resolve

C.) Late pick-up of a child as an ongoing problem. Continuously picking-up a child late will result in A.M. program use only.

GENERAL INFORMATION & POLICY

PROGRAM LICENSING

The State of Michigan, Department of Human Services licenses Kids' Connection.

PROGRAM FACILITIES

Carman-Ainsworth school facilities house the programs. School gymnasiums, playgrounds, media centers, classrooms and other school facilities provide an appropriate environment for children.

TRANSPORTATION

Parents are responsible for transporting students to and from the program. Rankin students are transported by bus to and from Dillon.

FIELD TRIPS

Field trips may be planned especially on days when Kids' Connection is open for those half days scheduled by the district. Parents will be notified in advance of a field trip and must sign a permission slip in order for a child to attend. There may be special fees charged for the field trips. Kids' Connection is not responsible for alternate childcare if your student is unable to attend the field trip.

SNACKS and LUNCH

On half days and during the summer, parents are responsible for providing a sack lunch.

PROGRAM OPERATION DAYS

Kids' Connection is in operation on regular school days and scheduled 1/2 days only. Kids' Connection is NOT in operation during any breaks, holidays or full days off. See district and school schedules for specific dates, or call Community Education at 591-3600. Kids' Connection supervisors will provide parents with a calendar or a newsletter of upcoming events as well as special days Kids' Connection may operate on a different schedule.

INCLEMENT WEATHER/CHILDCARE CLOSINGS

Kids' Connection will not be in operation on days that Carman-Ainsworth Community School District is closed due to weather conditions. Listen to local radio and TV for closing. If school should cancel after children have already arrived to the program, parents are responsible for getting their child home. Attempts will be made to contact parents.

EMERGENCIES

Posted at each Kid's Connection site are procedures that will be followed in case of fire or tornado or if emergency medical procedures are needed.

INJURIES

In the event that a student is injured while attending Kids' Connection, attention will be given to make the student as comfortable as possible, attention will be given to the injury when appropriate, parent will be notified and 911 will be called for serious injury.

COMMUNICABLE DISEASES

In the event that a student attending Kids' Connection develops a communicable disease such as measles, mumps, head lice, scabies, pink eye, mononucleosis, etc., the student's parents will be notified to pick up the child. A written communication notifying other parents of potential exposure to a disease will be sent home. The Kids' Connection Staff is not permitted to disclose names of students that may have a communicable disease.

MEDICATION

In the event that a student must have medication administered while attending Kids' Connection the following procedure and guidelines will be adhered to:

1. A medication form (see Medical Permission Form) must be completed and signed by the child's parent or guardian.
2. The medication must be in the original bottle with the pharmacy label indicating the doctor's name, child's name, instructions and name and strength of medication that shall be given in accordance with those instructions.
3. The Kids' Connection supervisor will not dispense medication that is not prescribed by a physician (i.e. "over the counter" medication).
4. The Kids' Connection supervisor must keep the medication out of the reach of children and must return the medication to the parent when it is no longer needed.
5. Medication will be dispensed and recorded by the Kids' Connection supervisor according to directions.

DISCIPLINE POLICY

DISCIPLINE IS NOT PUNISHMENT

The Kids' Connection staff uses positive methods of discipline, OR LIMIT SETTING, which encourages self-control, self-direction, self-esteem, and cooperation.

Through discipline, children will gain a sense of self-worth. Positive self-image is important in children and adults. Students will be made aware of rules and expectations at the beginning of the program. Students will be offered positive, socially acceptable choices or alternatives that allow them some control over outcomes. Elementary school rules will continue to apply to the Kids' Connection program. To feel confident, independent and positive, the following guidelines will be utilized:

We will analyze the situation and redirect play and learning activities.

We will tell the student what to do rather than what not to do.

We will give the student a choice whenever possible, but if we don't wish the student to have a choice, none will be given.

There will be very few rules, the rules we will have are for health and safety only.

We will handle disagreements between students fairly.

We will avoid taking sides or the word of one student, especially about situations we did not see.

We will encourage students to handle non-dangerous situations for themselves.

We will step in and take control of the situation where other students or adults are being hurt, when students are hurting themselves, or when property is being destroyed.

Physical punishment is not used as a form of discipline at Kids' Connection. We always encourage good, positive self-image. Physical punishment does not encourage good self-concept.

Consistent limits will be set, appropriate with the student's development.

We always remember it is the misbehavior we dislike and not the student.

We strive to give direction in a positive form.

Regular communication between parents and staff will be encouraged. Parents will be informed when their student's behavior becomes a problem, and a shared plan developed between the program and the family to support the child's success in the program.

PROGRAM FEES

SCHOOL YEAR

Kids' Connection is a prepay program. Parents estimate the amount of program usage for the week and then pay the supervisor for the estimated number of hours at the beginning of each week.

FEES: \$3.75 per hour for the first child
 \$3.50 per hour for each additional child/family

Parents are charged a full one-hour rate for the first hour or portion thereof and then charged by fifteen-minute intervals after the first hour.

LATE FEE: Parents who **are late** will be charged \$1.00 for every minute after Kids' Connection is scheduled to close. The Supervisor will collect the fee at the time the child is signed out.

It is EXTREMELY IMPORTANT that your child be picked up NO LATER than 6:00 p.m.

Late pick-up is a serious concern because:

- Children often feel isolated or abandoned when they are “left” after all the other children are gone
- Staff is paid until 6:00 p.m. only
- Staff must leave on time due to other obligations
- If a consistent problem, your family will be limited to A.M. attendance only

OTHER NOTES:

Parents are to pay the Supervisor at the Kids' Connection site or mail to The Learning Community, Community Education office at 1181 West Scottwood Ave, Flint, Michigan 48507 OR call 591-7238 to pay using your VISA or MasterCard. DO NOT send cash payments with children.

VISA, MasterCard ~ Call 591-7238 to pay by phone

Personal checks should be made out to Community Education

Additional fees may be charged for special activities.