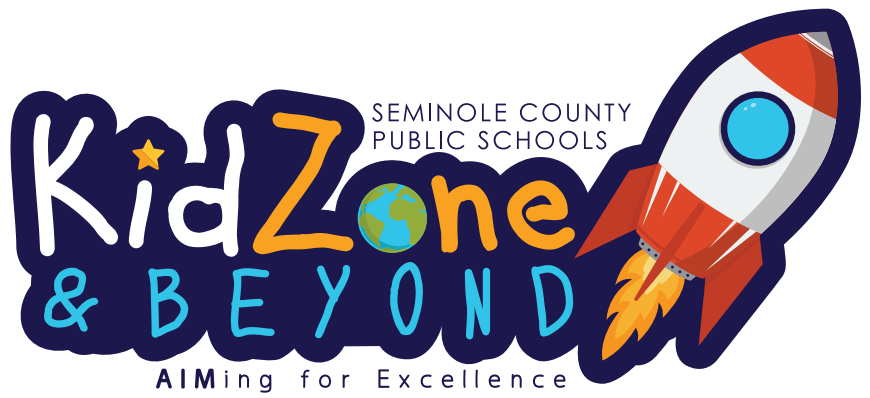


2018
2019



PARENT HANDBOOK



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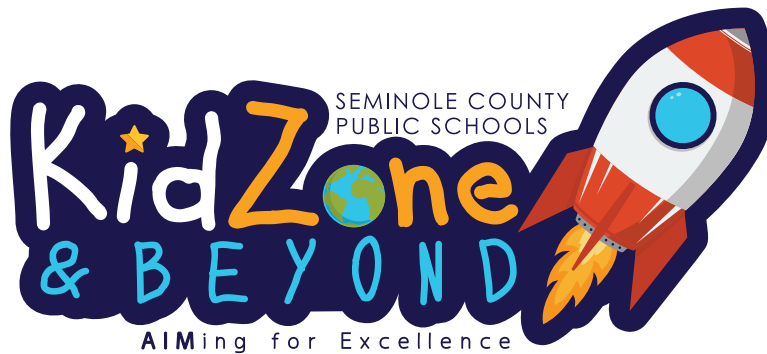
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2018-2019 SCHOOL CALENDAR

Please note KidZone & Beyond follows the Seminole County School calendar

August 10	First Day of Student Attendance/Start of 1st Quarter/1st Semester
September 3	No School
October 10	End of 1st Quarter
October 11	No School/District PD Day
October 12	No School/ Teacher Workday
October 15	Start of 2nd Quarter
November 19-23	No School/Thanksgiving Break
December 20	End of 2nd Quarter/1st Semester
December 18-20	Early Dismissal for Students (KidZone will be open)
December 21	No School/Teacher Workday
December 24	No School/Winter Break starts
January 7	Classes Resume/Start of 3rd Quarter/2nd Semester
January 21	No School
February 18	No School
March 14	End of 3rd Quarter
March 15	No School/Teacher Workday
March 18-22	No School/Spring Break
March 25	Classes Resume - Start of 4th Quarter
May 23-May 24	Early Dismissal for Students (KidZone will be open)
May 27	No School
May 28	Last Day of Student Attendance/End of 4th Quarter/2nd Semester/Early Dismissal for Students

ADMINISTRATOR LETTER



Welcome to Childcare that's
OUT OF THIS WORLD!

Dear ParentsGuardians,

Welcome to the 2018-2019 school year! We follow the School District policies and school calendar. We provide a balance of educational and recreational activities that are enjoyable for each child. The safety and well-being of each child is a major aspect of our program. Program staff are trained to assist student's progress through daily activities and making appropriate decisions regarding their behavior.

Our core values are guided by professional conduct, mutual respect, high performance, and citizenship. We are driven each day to provide high quality childcare that fosters creativity, social growth, and allows children to expand upon their imagination. Parents are encouraged to read and discuss this handbook with your child/children. It is not intended to replace personal, open communication.

After reading this handbook with your child/children, please sign the last page and return it to the Site Coordinator the first day of program attendance. Please note that EACH child in the family must return a signed copy. This will serve as our indicator the handbook has been received and reviewed.

If you need further clarification about of any of the information, please do not hesitate to contact your school's Site Coordinator. To learn more about KidZone and Beyond, please visit our website at www.seminoleextendedday.com.

We take pride in providing a family-friendly program that strives to enrich the life of each child. In collaboration with all of our parents, we encourage and motivate each child to AIM for Excellence!

Sincerely,

Dr. Camaille L. Shepard
Director

GENERAL INFORMATION

KidZone and Beyond offers before and after school child care, afterschool enrichment, and summer camp. The program is designed to enrich children's lives educationally, socially, culturally, emotionally, physically, and to provide a safe and familiar setting for elementary and middle school students. We focus on meeting the needs of working parents by offering a safe, accessible, affordable program that is school based. We will achieve program goals through activities that allow for creativity, discovery, and exploration.

Before and After School Child Care

The children are directed through various fun and educational activities: snack time, organized playground games, supervised homework time, arts and crafts, and special events following a centers based approach. KidZone and Beyond is a fee-supported program operated by Seminole County Public Schools under the direction of the Elementary Education Department and follows the Florida Department of Education standards. Registration begins the 1st business day in April of each school year.

Our affiliate program, K-Zone for students currently in grades sixth through eighth and enrolled in a Seminole County Public School at select middle schools is also available.

Enrichment

The Enrichment classes are offered for a ten-week period in the Spring and Fall for one hour after school. The classes are available at an additional cost, it is not included in the weekly childcare fees. Classes vary by school.

Summer Camp

The summer camp is open to children who are in kindergarten through 5th grade for the current school year. There are typically four school locations and registration begins 1st business day in March of each school year. Program fees include lunch and all field trips.

Enrollment Guidelines

Only students currently in grades pre-kindergarten through eighth and enrolled in a Seminole County Public School are eligible to enroll in the program. Parents can register through our on-line registration and payment system at **scps.revtrak.net**. Students should be able to function independently in a 25:1 student/child care provider ratio. Pre-kindergarten students must be 4 years of age by September 1 of the school year and fully potty-trained.

KidZone Hours

KidZone and Beyond will operate according to the approved school district 2018-2019 calendar, **August 10, 2018 – May 28, 2019**.

Before School Care	7:00 a.m. – 8:05 a.m. (Elementary)/7:00 a.m. – 9:00 a.m. (Middle)
After School Care	from dismissal – 6:00 p.m.
Early Dismissal	from dismissal – 6:00 p.m.
Summer Camp	7:00 a.m. – 6:00 p.m.

*No student drop-off will be allowed prior to 7:00 am.

Exceptional Education

KidZone and Beyond makes their program accessible to children with disabilities under the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. We work closely with the District's Exceptional Student Support Services Department and the parent to discuss the specific needs of each student.

PAYMENT POLICIES

Tuition

You will receive an invoice each week and are required to make the scheduled payments each week by the due date no later than 11:59 p.m. EST. Please see your Site Coordinator for a detailed fee schedule or visit our program website at www.seminoleextendedday.com.

Our program offers two primary contract options for our families: 1) weekly or 2) daily. Parents register their child(ren) and select a contract in our online registration and payment system. One contract change is permitted during the school year. A Program Change Form should be submitted for approval. The Site Coordinator is unable to allow a student to attend if payments and/or fees have not been paid before the service week. Unfortunately, we do not offer a drop-in service, however, if you do not need services for the full week, you may elect to enroll in our daily contract. The days selected must be the same each week.

Recurring payments (Auto-Pay)

Automatic payments will be processed on the last student attendance day of the week for the next service week. Our fee schedule has been adjusted to include weeks that have a legal or school holiday and the program is not in session.

*Please note: four or more days of service is a weekly contract.

Registration Fee

There is a non-refundable annual registration fee for our program. Once this registration fee is paid, it is good for the entire school year and covers all program areas (Child Care, Enrichment, and Summer Camp). The registration fee is due for each child. If your account is later cancelled during the school year, a new registration is required to include repaying the registration fee.

Late Payment Fees

If payment is not received before 11:59 p.m. EST there will be a late payment fee of \$5.00 per family added to your amount due (weekly and/or daily). If the late fee is not paid, it will continue to accrue each week.

Late Pick Up Fees

A fee of \$1.00 per minute will be charged for every minute beyond 6:00 p.m. EST (weekly and/or daily). We refer to the clock located in the program area. Payment of these fees must be made before the child/children re-enters the program. A child may be dismissed from the program after three (3) late pick-ups.

Late Pick-Up

All children must be picked up by 6:00 P.M. If you will be late arriving, please call. Late pick-up fees will be charged at the programs closing time. Please set your watch or other devices to the time on the clock in the program area, this is the time that will be used for assessing late fees.

Any account that has had late fees applied three (3) times within the same school year is considered to be a habitually late account. Habitually late pick-up of a child will result in dismissal from the program.

If neither parents/guardians nor emergency contacts are reached within 30 minutes after closing time, the Program Director will be notified and non-emergency Law Enforcement will be contacted.

RATES

PAYMENT is for ONE day or the FULL week to hold a weekly spot. The yearly registration fee is non-refundable and due if you register for either weekly or daily service. The registration fee is due for each child.

Weekly Rates

Weekly Rates	1st Child	2nd Child	3rd Child
Morning Only	\$26	\$23	\$20
Afternoon Only	\$51	\$48	\$45
Morning & Afternoon	\$57	\$54	\$51

Daily Rates

Weekly Rates	1st Child	2nd Child	3rd Child
Morning Only	\$8	\$7	\$6
Afternoon Only	\$13	\$12	\$11
Morning & Afternoon	\$15	\$14	\$13

Summer Camp

Weekly Rates	1st Child	2nd Child	3rd Child
Full Day Weekly 7:00 a.m - 6:00 p.m.	\$127	\$124	\$121

If your child attends at least one day within a week, the full weekly and/or daily rate is still required.

PLEASE NOTE: If you are a Seminole County Public Schools contracted employee, please see the Program Site Coordinator for program rates.

ADDITIONAL PAYMENT POLICIES

As stated in the constitution of the State of Florida, Article VII, Section 10: All payments and fees must be made before services are rendered (the Friday prior to the service period). You will receive an invoice each week, and are required to make the scheduled payments each week. Please see your Site Coordinator for a detailed fee schedule or visit our program website: www.seminoleextendedday.com.

Our program offers two primary contract options for our families: weekly and daily. Parents register their child(ren) and select a contract in our online registration and payments system. One contract change is permitted during the school year. A Program Change Form should be submitted for approval. The payments and all outstanding fees are due to the Site Coordinator at each school site **no later than Friday prior to the service week**. The Site Coordinator is unable to allow a student to attend if payments and/or fees have not been paid before the service week. We do not offer a drop-in service, however, if you do not need services for the full week, you may elect to pay a daily rate and the **days must be consistent**. Auto-Pay payments will be batched on the last student attendance day of the week for the next service week. Our fee schedule has been adjusted to include weeks that have a legal or school holiday and the program is not in session.

FEES

Method of Payment

Parents must pay online directly by personal check or credit card. If you would like to pay by money order, the payment must be made at our central office located at 239 Rinehart Road, Lake Mary, FL 32746 before the scheduled due date. We do not accept cash payments.

Past Due Balances

Past due accounts are not allowed in our program. If your account is past due, the child will not be permitted to return to the program until the account is current. If all outstanding balances and fees are not paid in full, the child will not be permitted to return to the program. You will receive notification from our central office and/or the Site Coordinator. If your child is sent to Kidzone and Beyond after notification has been made, you will be notified via phone that your child will be sent to the schools' front office and you will be required to pick up your child before the office closes.

Non-Sufficient Funds (NSF)

KidZone and Beyond is guaranteed payment however, in the event a parent's check is dishonored, RevTrak will continue to redeposit the original check. Should you have more than two (2) non-sufficient fund checks, all future payments must be paid by money order or cashier's check.

Refunds and Credits

There is no credit issued for days not utilized and no carry forward for any amounts unused in one week. The Program Director will review refunds per request. A parent who has paid in advance and withdraws from the program at least one week prior to school year start date will be entitled to a refund for any portion of the week not attended.

Insurance

A portion of the registration fee will be used for the purchase of student insurance. This coverage is called the "At School Plan" which insures each child before, during and after school. This is a supplemental insurance and does not take the place of family or individual medical insurance coverage. If you need to file a claim, see your Site Coordinator for a form (also available on the School Insurance of Florida website).

GUIDELINES

Federal Tax Information

Our Tax ID number is #59-6000855. Parents have access to all receipts through the parent portal. You may use our fee schedule to estimate your annual payments.

Drop Off

For both legal reasons and safety of the students, before school at all locations require sign-in. Parents must escort their child into the building and sign them in using our sign-in book/sheet. Parents should use the time on the designated clock in the program area.

Pick-Up

For both legal reasons and safety of the students, before school at all locations require sign-in. Parents must enter and escort their child out of the building and sign them out using our sign-in book/sheet. Parents should use the time on the designated clock in the program area.

In an effort to ensure security of the children enrolled in the KidZone and Beyond Program area, entrances are monitored and staff will request photo identification if they do not recognize the person picking up the student at any time. Any person not listed as an authorized person to pick up a child, must report to the Site Coordinator first to verify with the parent before the child will be released. The parent will be required to provide the security code provided on the registration form before the child is released. Any changes to authorize pick-ups must be done in writing and will not be accepted via phone.

Attendance

When students are dismissed from school to the KidZone and Beyond program area, students are requested to take their seats and sit quietly for attendance. Our priority is to ensure the safe arrival of each student. Absentees will be verified with the school's front office.

If your child will be absent from the program, please notify the Site Coordinator in advance. If your child will be out for a prolonged period of time (more than 5 days), the child will be placed in a not enrolled status during this time. If you would like to guarantee a spot when your child returns you will be required to pay a retainer fee of 50% of your usual rate each week (applies to daily and/or weekly service).

Communication

Regular communication is an important part of the program and provides an opportunity to work together to meet the needs of the child. It is extremely critical that you keep us informed of any change in address, phone numbers, authorized persons, emergency numbers or names. You may reach the program at your school by calling during the programs hours of operation. There is a voicemail box for your convenience after hours.

**Please note: if you pick up your child early from school during the day, be sure to sign him/her out in the school's front office. If there are any changes in the dismissal procedures for your child, daily or continuous, please notify the Program Site Coordinator. Contact him/her by phone during program hours or leave a voice message after program hours.*

Electronic Devices

KidZone and Beyond recognizes the use of technology is prevalent. Students are permitted to bring electronic devices on days designated by the Site Coordinator. An agreement with parental signature will be required. We are not responsible for the loss, theft, or damage of any electronic equipment.

Students may **NOT** use the electronic device to:

- Send text messages or make phone calls
- Gain access to unauthorized online resources or use another student's password
- Show or share inappropriate sites

GUIDELINES

Enrolling Parent

The enrolling parent will be the first point of contact for any changes or billing questions. The enrolling parent is not allowed to request access be limited or restricted for the non-enrolling parent (guardian) in the absence of a court order, regardless of the reason.

Custody Issues

In the case of a separation/divorce, the parent maintaining custody will be asked to submit in writing when the visiting parent may pick up the child. It is not our policy to get involved in custody disputes; we are here to care for children. However, in cases where the child is the subject of a court order (e.g. Custody Order, Restraining Order, or Protection from Abuse Order) we must be provided with a Certified Copy of the most recent order and all amendments. The orders of the court will be strictly followed. In the absence of a court order, we cannot limit the access of one parent (or guardian) by the request of the other parent (or guardian), regardless of the reason. A student can have more than one online account in the event of a legal custody issues. Please see your Site Coordinator for more information.

Personal Property

Any personal property remaining after program hours will be kept in our program lost and found area. Although the program attempts to help children stay organized, the program cannot be responsible for lost personal property.

Waiting Lists

During our initial enrollment period for the school year, we will enact waiting lists based on program capacity limits. This applies to families using both the daily and weekly service.

Visitors

Parents are required to sign their child(ren) in and out and leave the program area. For safety, insurance, and other business considerations, only authorized visitors are allowed. Anyone who works with or around children must be cleared according to the Lunsford Act.

Donations

Cash donations to KidZone are not permitted.

End of School Year

If there is an outstanding balance on the account at the end of the school year, registration for any future program offerings will be suspended until payment is received.

DAILY SCHEDULE

The KidZone and Beyond program area is designed to allow staff to take attendance, provide a snack, and then guide them through scheduled activities: Organized playground games, supervised homework time, arts and crafts, and special events that are both fun and educational. The computer lab is used at select schools.

Nutrition

Each day a snack and drink will be provided for your child after the end of the regular school day. A snack menu is available for families on the school district website, diningservices.scps.us/kidzone-beyond.

If your child is unable to eat the snacks provided by the program, please send in a snack from home. Please annotate on your online registration form any dietary concerns.

Homework

Staff allows adequate time and a quiet environment for homework completion each day. We encourage each student to complete all assignments. Our staff is not responsible for assuring accuracy or completion of assignments. Parents are encouraged to review their child's homework on a daily basis.

Outdoor Recreation

Students are provided time for outdoor recreation each day (weather permitting) unless an alternate activity has been planned. This type of activity is important for physical activity and health. The outdoor play will be conducted on the playground, school fields, pavilion, and conducted according to grade level. Teachers keeping children after school, with parental permission, must sign them out from KidZone & Beyond and sign them in when they return to the program (i.e. assisting in the classroom or participating in clubs).

CONDUCT AND BEHAVIOR

Children must stay with their assigned child care provider unless directed otherwise by program staff. Children must exercise good behavior, self-control and follow staff directions and requests at all times. Kidzone and Beyond follows the Seminole County Public Schools Student Code of Conduct.

To ensure the needs of each child is met, program rules are reviewed, practiced, modeled, and posted. Program rules are based on mutual respect, redirection, and self-discipline. Praise and positive reinforcement are effective methods of the behavior management of children. Our staff provides positive and understanding interactions with each child to help them develop good self-concepts and self-discipline. We practice positive methods with praises, rewards, and encouragement by the following:

Rules for Conduct and Behavior

1. Obey program rules.
2. Be considerate and help others.
3. Respect your property, school property, and property of others.
4. Use polite language at all times.
5. Do not take things that do not belong to you.
6. Pick up your belongings; keep them in order; throw away trash in appropriate containers.
7. Be a good listener.

Campus Restaurant

1. Walk quietly when you enter.
2. Place/Hang your backpacks down neatly.
3. Show respect to all adults.
4. Go to your assigned seat for snack and leave your area clean when finished.
5. Talk quietly at your table.
6. Use good table manners.
7. Throw away your trash.

Playground/Pavilion/Field

1. Play safely in your designated areas.
2. Wait your turn to use equipment.
3. Be a good sport.
4. Use playground equipment assigned by an adult.

Bullying

1. Listen courteously to others.
2. Be kind. Do not use words to cause a student to feel sad, afraid, or upset.
3. Keep your hands to yourself. Do not hit, punch, kick, spit, pinch, or touch another student in a manner that might hurt them.
4. Report any threats to do harm to an adult.
5. Do not tease, taunt, mock, embarrass, or humiliate other students.

Sexual Harassment: unwelcome behavior of a sexual nature

1. Grabbing or touching
2. Sexual propositions
3. Talk about, show or ask to see other students' private parts
4. Sexually offensive pictures, magazines, notes, calendars, cartoons, or jokes
5. Verbal abuse/degrading names
6. Repeated pressure or requests for sexual activities
7. Graphic comments about an individual's body or dress

DISCIPLINE AND CONSEQUENCES

A child being dismissed from the program is a rare occurrence and not taken lightly. However, there are sometimes reasons these actions must be taken either short term or on a permanent basis. We will do everything possible to work with the family of the child (ren) in order to prevent this outcome. There will be notification to the parent regarding the period of time for a suspension along with the required behavioral changes before the child can return to the program. If permanent removal from the program is necessary, it will be for the school year (including summer camp). For suspension or removal, parents will be informed verbally and in writing about the child's or parent's behavior warranting termination. Based on the misbehavior, it may be necessary for you to pick up your child immediately.

A student may receive one or more of the following:

- Verbal warning
- Written referral (parent conference form)
- Suspension
- Behavior contract
- No contact contract
- Removal from program
- Written reflection

Minor infractions

Minor infractions interfere with the program order and daily schedule. After adult intervention and warning, students may be referred to the Site Coordinator and/or Program Director depending on the number of times the misbehavior have occurred.

Consequences include but are not limited to one or more of the following:

- Time away (allows the student to think about the behavior and correct it)
- Non-participation in a specific activity for the day or week
- Limited outdoor recreation time
- Reflection sheet written by the student to review the incident, what they learned, and how they will respond differently
- Parent conference from; signature required by the parent
- Immediate pick up and/or suspension up to 3 days may be warranted based on the severity of the misbehavior

Major infractions

Major infractions are considered more serious in nature. They will require Program Director intervention, support, and decision on consequences. The behavior belongs at minimum one category below:

- Violence
- Weapons
- Vandalism
- Theft
- Cheating
- Bullying
- Harassment/Sexual Harrassment
- Repeated disrespect
- Defiance

Consequences include but are not limited to one or more of the following:

- Any consequence from Minor Infractions, plus:
- No contact contract
- Removal from the program

A child may be removed from the program if behavior threatens the safety of him/herself or others after interventions have been attempted and have failed. In addition, a child may be removed if behaviors cause continued disruption to staff and other students despite interventions.

PLEASE READ AND DISCUSS THE STUDENT CONDUCT WITH YOUR CHILD. LEASE READ AND DISCUSS THE STUDENT CONDUCT WITH YOUR CHILD.

HEALTH AND SAFETY

CPR/First Aid/Accidents/Injuries

The KidZone and Beyond staff are trained on all policies and procedures. Our Site Coordinators are CPR and First Aid trained. Should your child become ill or injured during KidZone and Beyond Program hours, you will be notified. You may need to make arrangements to pick up your child at that time. In case of an accident or serious illness requiring a doctor's attention, we will attempt to reach parents first. In the event of a medical emergency we will administer first aid and call 911 if necessary. An incident report will be completed. Please ensure that all emergency contact information is up to date, accurate and thorough. Notify us of any changes throughout the year.

Toileting

Children may use the restroom as needed during our program hours. All children who participate in the program must be fully potty trained. Due to health and safety concerns, staff members will not be responsible for changing or managing the child's hygiene should a toileting accident occur. In the event a child has an accident, the parent will be contacted. Adults are not allowed to enter restrooms with students.

*Parents are not allowed to use student restrooms.

Medical Authorization

If your child requires medication at the end of the school day, the Clinic Assistant will administer medication prior to sending the child to KidZone and Beyond. Be sure that your child's teacher, clinic assistant, and the Site Coordinator are aware of your child's needs. If your child requires medication that is only secured in the school Clinic, the Site Coordinator does not have access to this location. Please see the Site Coordinator to complete the necessary forms.

Administering Medications

Children who require medication during the day must have a signed Medical Authorization Form from the parent/guardian. This form is available at all school locations. KidZone and Beyond does not have access to the school clinic to retrieve any medications. An authorization form must be completed for the school and a copy provided to KidZone and Beyond if needed during our program hours.

Site Coordinators are trained to administer medication and must follow the medication procedures outlined in School Board Policy 5.62, Administering Student Medication. If your child requires medication during the enrichment class timeframe, please contact our office at the time of registration to make necessary arrangements as medications are not administered during the class.

Security and Safety

In accordance with the Florida state law, KidZone and Beyond staff conducts regularly scheduled fire drills. It is important to the safety of the children; they are aware of the proper emergency procedures. Any time staff feels that a parent could present or does present a threat to staff or other children, authorities may be called.

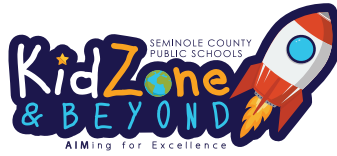
All doors should remain locked at all times.

School Evacuation and Lockdown

If a school evacuation is issued before our program begins, protocols will be followed as directed by the school administrators. The program will not be in operation until clearance is received by the school administrators or local authorities. If there is a temporary evacuation during our program hours and we are expecting to return to the school, staff will wait in a safe area outside of the school with all children until it is safe to return to the school. Parents will be notified once it is safe to do so. If the evacuation is permanent, then all staff and children will go to a designated safe place that is determined by the individual school administrators or local authorities. All parents will be notified by telephone, cell phone, or by e-mail whichever one is operable.

In the event of a lockdown at the school, no one is allowed to enter or leave the building. You will be unable to pick your child up from the program until the lockdown has been released by the local police.

KIDZONE PARENT AGREEMENT

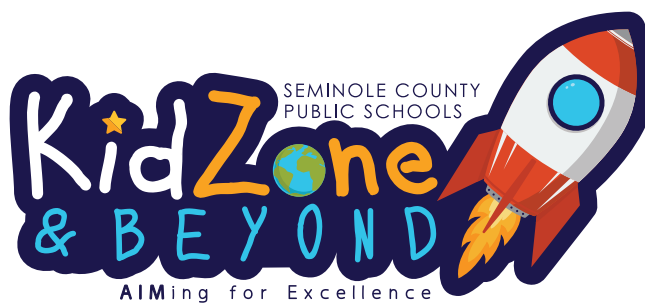


As a Parent/Guardian, I:

- Understand that payments must be made prior to the service week. If late fees are applied three (3) times within the same school year it will result in removal from the program.
- Understand that this is not a drop-in service and I will be consistent in my child's attendance schedule and will communicate any changes with the Site Coordinator.
- Will be responsible for signing my child in and out daily at my KidZone and Beyond Site.
- Understand that I will be charged a fee of \$1.00 per minute for each minute I am late beyond 6:00 p.m. and payment is due at time of pick-up.
- Understand that if I refuse to pay a late fee, my child may lose service.
- Will notify the Site Coordinator in writing or by phone if there is a change in how my child will go home at the end of the day. I will call the Site Coordinator when my child is absent. If my child is absent for more than five (5) days without contact from me, he or she may be removed from the program.
- Understand Seminole County KidZone & Beyond will not be liable for any accidents or injury that may occur to my child while receiving before/after school child care services or participating in other program offerings.
- Understand that if my child's behavior becomes such that he/she is injurious to him/herself, program staff, other students OR if my child's behavior is disruptive, I may be called to pick up my child immediately. I further understand any future incidences may result in removal of my child from the program.
- Understand that all communications regarding the KidZone and Beyond Program are to be directed to the Site Coordinator or the Program Administrator located at 239 Rinehart Road

By signing below, I acknowledge that I have read the parent handbook. I have read, understand, and agree to adhere to all policies and fees and will abide by them.

Parent/Guardian Signature: _____ Date: _____



KidZone and Beyond

239 Rinehart Road
Lake Mary, FL 32746

Phone: 407-320-9304

www.seminoleextendedday.com