



Calhoun City School System



KEEP Program Student/Parent Handbook

This handbook outlines the employee policies and procedures followed by the Calhoun City School System's Kids Educational Enrichment Program (KEEP). The Calhoun City pre-k, primary, and elementary schools offer an after school program for the purpose of providing supervision to school-age students from the time school is dismissed until 6:00 p.m. each school day. The programs are open to all children enrolled in Pre-K through fifth grade classes at the school the student is presently attending.

We appreciate you entrusting your child to our care. Please read the handbook with your child before signing and submitting your program registration form so we may know you fully understand our policies. The term "parent" within the handbook shall encompass "parent(s)" or "legal guardian(s)". It is the sole duty and responsibility of the parent or guardian to update contact information should it change and to notify the KEEP site manager should eligibility change.

Each program strives to establish a safe and caring environment that allows for individual and social growth. Activities may include study time, recreational activities, arts and crafts, music, and other enrichment activities.

The Registration Form and Liability Waiver must be signed and submitted to the KEEP Program site manager at your child's school before he/she may begin participating in the KEEP Program. Also, the discipline contract must be signed and submitted to the KEEP site manager. We recommend you keep this handbook for future reference. We look forward to serving you and your family in the months ahead.

Sincerely,

Michelle Griffith

Michelle Griffith, Ed. D
KEEP Program Director

Calhoun City Schools KEEP Program Sites

| <u>Location</u> | <u>KEEP Personnel</u> | <u>Phone #</u> | <u>Other #</u> |
|-----------------|-----------------------|----------------|----------------|
| Pre-K | Rhodna Holbrook | 770-548-7090 | 629-8991 |
| CPS | Karon Kilpatrick | 706-280-1754 | 629-3697 |
| CES | Francie Mullins | 770-773-6071 | 625-2505 |
| Central Office | Michelle Griffith | 706-629-6788 | 770-773-6072 |
| Central Office | Autumn Lester | 706-629-6788 | 706-263-0862 |

General Information

Registration

The following items are to be signed and completed:

- All registration forms
- Discipline Contract
- Updated medical information
- Proof of accident insurance
- Emergency contact person(s) other than parents

Communication

We work to maintain effective communication with all parties to ensure that quality care is given to children, and we encourage parents to offer suggestions and ideas that would enhance the program. To keep you informed, activities and announcements are posted at the site for your convenience when picking up your child.

Personal Property

Personal property such as toys, games, and jewelry should not be brought to the KEEP Program. Parents are responsible for securing book bags, lunchboxes, coats, etc. when picking up their

child. We make every attempt to help children stay organized; however, we are not responsible for the loss of personal items.

Insurance Requirement

Children may not participate in the KEEP Program until they can demonstrate they are covered by accident insurance. Parents are responsible for accident insurance coverage for their child. Those who do not have insurance may apply for student health care insurance through the school office.

Medication

No oral medication may be administered by the KEEP Program staff. Other arrangements must be made through the school office prior to the child coming to the program.

Illness

If a child becomes ill during his/her stay in the program, these procedures will be followed:

- The site manager will call the parent and discuss the child's symptoms.
- IF symptoms persist or worsen, the parent will be called to pick up the child.
- No child will be admitted or kept in the program if he/she has a temperature exceeding 99.3 degrees Fahrenheit.

Sign-in/out Policy

To attend the KEEP Program in the morning before school begins, the parent must sign-in his/her child each day of attendance.

In interest of safety and security, all children must be signed out daily by parents, guardians, or someone listed on the registration form. A driver's license will be requested as identification from those persons picking up a child. Failure to sign out a child will be considered a serious rule infraction.

In addition, it is a parent's duty and responsibility at all times to provide a fit, responsible, and unimpaired person to pick up the child from the KEEP Program. Law enforcement officials shall be notified if anyone impaired by drugs, alcohol, or any other reason attempts to pick up a child.

KEEP Program Times/Fees

| | | |
|--|-----------------------------|----------------------------|
| Pre-K Program | <u>Before School</u> | <u>After School</u> |
| | (6:45 – 7:45am) | (2:30 – 6:00pm) |
| | \$3 daily | \$7 daily |
| Calhoun Primary/ Elementary | <u>Before School</u> | <u>After School</u> |
| | (6:30 – 7:15am) | (2:30 – 6:00pm) |
| | \$3 daily/\$10 weekly | \$7 daily/\$30 weekly |

Employee Fees

Calhoun City School employee children will be charged ½ the regular fee **until 4:30**. Beyond that time, the regular fees will apply.

Payment Fee

The KEEP program is a pre-paid childcare program. KEEP fees are to be paid weekly on the FIRST DAY OF EACH WEEK the child attends the program. Failure to pay KEEP fees each week will result in the student being suspended from the program until full payment is received. Any overage in pay will be rolled over to the next week or refunded should the child no longer participate in the program.

Late Payment Fee

Late charges will be imposed for late pick-up beginning at 6:01 p.m. The charge will be **\$1.00 per minute per child** and must be paid at the time the child is picked up on that day. Frequent abuse of pick-up will result in the student being removed from the program.

Check Recovery

A new check recovery vendor is being used by Calhoun City Schools. With the new vendor, the following information is required to be written on the face of the check: **Maker Name, Physical Address (No P.O. Box), and one Phone Number (including area code)**. Please be aware that a \$25 fee will be charged on returned checks and a cash payment will be required from that point on for participation in the program.

KEEP Discipline Procedures

To: Parents/guardians of KEEP students

From: KEEP Program Director

Discipline/Dismissal/Suspension

Because children are entitled to a pleasant and harmonious environment, we cannot serve those who display chronically disruptive behavior. Chronically disruptive behavior is defined as verbal or physical activity which may include, but is not limited to, behavior that requires constant attention from the staff, inflicts physical or emotional harm on other children, abuses the staff, involves willful destruction of property, or that which ignores or disobeys program rules.

- If a child cannot adjust to the rules of the program and behave appropriately, he/she may be dismissed or suspended from the program.
- Reasonable efforts will be made to assist the child in making needed adjustments.
- Disruptive behavior will be dealt with in a fair and consistent manner including:
 1. First Offense: Verbal warning
 2. Second Offense: Student will be separated from the group and taken to an area where he/she will not be allowed to participate in activities for the remainder of the class time. Parents will be notified.
 3. Third Offense: Student will be suspended from the KEEP Program for a period of one week.
 4. Following re-admission to the program, if the student again receives disciplinary action the student may be permanently dismissed from attending the KEEP Program.

Please date, sign and return this document to the KEEP site manager of your child's KEEP program.

Thank you!

Parent/guardian signature: _____

Date: _____

Calhoun City Schools KEEP Program

Registration Form

Program Requirements: A completed Registration form, discipline contract, proof of accident insurance, and liability waiver.

Child's Name (print): _____ Grade _____ Teacher _____

Primary phone number: _____ Secondary phone: _____

Date of birth: _____ Address: _____

City, state, zip: _____

My child will attend the afternoon KEEP Program (circle): *full time* or *part time*

My child will participate in the morning KEEP Program (circle): *yes* or *no*

Required of all KEEP students: (A copy of your insurance card or verification is required.)

My child has Accident Insurance with _____ Insurance Co.

Name of parents: _____

Address: _____ City, state, zip: _____

Mother's Work: _____ Phone: _____

Father's Work: _____ Phone: _____

The KEEP staff will release a child only to the parent/guardian who enrolled the child or the person(s) specifically authorized below:

1. Name: _____ Relationship _____ Phone: _____

2. Name: _____ Relationship _____ Phone: _____

3. Name: _____ Relationship _____ Phone: _____

4. Name: _____ Relationship _____ Phone: _____

Parents Authorization & Liability Waiver

In consideration of Calhoun City Schools granting my child the privilege of attending the KEEP Program, I/my child do agree to waive and hereby release any and all rights which I/my child may now or hereafter have against Calhoun City Schools, its representatives, agents, or assigns for any injury or accident which I/my child regret to identify and hold harmless Calhoun City Schools, its representatives, or assign from any claim, action, cause of action or account or arising out of or in connection with I/my child's participation in the said course. I/my child hereby acknowledge that I/my child have been advised of the potential dangers inherent in the aforesaid activity, and I/my child fully understand those potential dangers. I am the parent or legal guardian of the above named child.

Signed this _____ day of _____ 2011

Signature of Parent/guardian

Print Name

Please sign and submit to your child's KEEP Program site manager.