



# KIT KLUB After-School Program

STUDENT/PARENT HANDBOOK

HOURS OF OPERATION: MONDAY – FRIDAY, 2:30 P.M. – 6 P.M.

KIT KLUB OFFICE: (803) 260-2700

| Dutch Fork Elementary School 2019-2020 |

## **PROGRAM OVERVIEW**

KIT KLUB seeks to promote an educational environment in which every student feels safe, valued, and loved. The environment and structure of the program is designed to meet the needs of ALL school-age children. KIT KLUB uses innovative and age appropriate teaching strategies along with programs that challenge the intellectual, physical, and creative aspects of the students. KIT KLUB provides students the opportunity to learn, grow, and develop in a rich atmosphere located within Dutch Fork Elementary School. The safety and wellbeing of every child is the highest priority of the KIT KLUB program. To ensure our goal and maximize the effectiveness of the program, the student to staff rate is targeted at 12:1 to maximize the personal attention of every student. Developed to serve our hard-working families of DFES, KIT KLUB operates immediately following school until 6:00 P.M. on school days only. KIT KLUB staff members are responsible and accountable for the day-to-day operations of the KIT KLUB program.

Questions, concerns and suggestions should be directed to the **KIT KLUB Director, Cissy Graham, [cfgraham@lexrich5.org](mailto:cfgraham@lexrich5.org)**. This can be done by email or in person during the school day. Additionally, parents can call the **KIT KLUB office phone after 2:30 p.m. at 803-260-2700**.

Students will be directed to go to the Mini-Theater each day by the classroom teachers at 2:38 p.m. All students must go directly to the Mini-Theater and check-in with KIT KLUB staff when dismissed from class.

**Your child's classroom teacher has no involvement with the KIT KLUB program. Therefore, parents should contact the after-school program director/asst. director directly with any problems or concerns.**

**\*\*\* A completed registration form and payment per child must be on file with the program prior to the first day of attendance. This will secure a placement in the program. \*\*\***

### **Important Numbers:**

**KIT KLUB office: 803-260-2700**

This number is active between 2:30 and 6:00 pm only.

For important questions/concerns during the school day, please call Dutch Fork Elementary main school phone number at 803-476-3903 and ask for Brandon Gantt or send a detailed email at [bhgantt@lexrich5.org](mailto:bhgantt@lexrich5.org).

## **BEHAVIOR EXPECTATIONS AND DISCIPLINE POLICY**

The first and foremost objective of KIT KLUB After-School Program is to ensure the safety of all children and to provide a positive atmosphere for learning and growing. The KIT KLUB staff makes an effort to make every student feel safe, valued, and loved. The KIT KLUB staff also helps all students understand clear definitions of acceptable and unacceptable behavior. \*DFES KIT KLUB After-School Program does not condone and will not permit: corporal punishment, ridiculing, use of inappropriate language, leaving children unsupervised by staff members.

**Your child's behavior is expected to be consistent with the following:** Use of appropriate language at all times; cooperate with staff and follow directions; respect other children, staff, equipment, facilities and themselves; maintain a positive attitude and stay in program areas. Unauthorized departure from program areas is unacceptable. **Students are expected to follow the (PBIS) LEAF Expectations in all areas:**

**L**IVE AND LEARN SAFELY  
**E**FFECTIVELY COMMUNICATE  
**A**CT KINDLY AND RESPECTFULLY  
**F**OCUS ON LEARNING

### **Discipline Policy:**

1. If a child is unable to comply with the behavior expectations, a conference between the program director and/or the program assistant director and your child will be held. The parent/guardian will be notified at pick-up.
2. If after the above meeting, the child is still unable to comply with the behavior expectations, the program director will set up a conference with the parent/guardian.
3. If the child's behavior continues to be disruptive and/or unsafe, the child will be subject to suspension or dismissal.
4. Failure of the parent/guardian to attend conferences and cooperate and/or no improvement of child's behavior will subject the child to dismissal from the program

### **Behaviors which may result in immediate dismissal include, but are not limited to:**

1. Any action that threatens or poses a direct threat to the physical/emotional safety of the child, other children, or staff.
2. Theft.
3. Possession of a weapon of any kind.
4. Vandalism or destruction of school property, after-school property, or property of others.
5. Verbal and/or physical misconduct.
6. Unauthorized leaving of designated after school areas, school building and/or school grounds.

### **Special Circumstances**

Parents/guardians are required to inform the KIT KLUB After-School Program **in writing** prior to a child's acceptance in the program of any special health and physical circumstances which may affect the child's ability to participate fully and within the guidelines of the program. Upon being informed of such circumstances, the program director may require a conference with the parent/guardian to create a plan to effectively support the child, within program parameters.

### **Discrimination Policy**

School District Five of Lexington and Richland Counties does not discriminate on the basis of race, color, national origin, creed, religion, sex, age, or disability in admission to, or access to, treatment in, or employment in its programs and activities. The Human Resource Department has been designated to handle inquiries regarding the nondiscrimination policies: District 5, and Title IX Coordinator, Dr. Allison Jacques, 1020 Dutch Fork Road, Irmo, S.C. 29063, 803-476- 8000.

## **HEALTH AND HYGIENE**

If your child has any medical conditions (allergies to peanuts, etc. or medical issues, asthma, etc.), the Director must be notified in writing. KIT KLUB will make reasonable efforts to ensure that the school nurse is available to assist in the event of medical emergencies.

- **Student Illness:** Any child showing signs of illness will be isolated until he/she leaves the school. A staff member will comfort and care for the child until the parent arrives. Parents will be contacted as soon as practical if a student is showing signs of illness.
- **Basic First Aid:** If an accident occurs, KIT KLUB staff will administer basic first aid to your child. The parent/guardian will be notified of the incident by phone call or for less serious injury, through conversation at pick up. An accident report will be completed at the time of injury.
- **Health Emergencies:** In the unlikely event of a health emergency, 911 will be called for immediate treatment. The parent/guardian or emergency contact will be called as soon as practical after emergency treatment is arranged.
- **Medical Costs:** All expenses incurred for emergency treatment will be the responsibility of parent/guardian. The parent/guardian agrees to hold the KIT KLUB After-School Program harmless against any and all damages due to sickness or injury occurring while the applicant is in attendance at the KIT KLUB After-School Program. Participants are responsible for their own health and accident insurance when using the KIT KLUB After-School Program.

\*\*\* The Accident Insurance coverage purchased by the Board of Education/School provides coverage on an **EXCESS BASIS** only. This means that only those medical expenses, which are **NOT** payable by your own personal or group insurance, are eligible for coverage under this policy up to the limits. The information for filing a claim can be provided by the director of the KIT KLUB After-School Program.

- **Medications:** If your child needs to take medicine of any type during KIT KLUB After-School Program, the district policy regarding medication must be followed including having the proper form completed and on file with the school nurse and notification to the KIT KLUB director. The medication form can be found on the school district website at <https://www.lexrich5.org/Page/9179>
- **Bathroom Accidents:** If your child has a bathroom accident while attending the after-school program, we will call you immediately to come and care for the child. If your child has an issue of this nature, you will be asked to provide supplies for clean-up and a change of clothes. However, the child must be able to change and clean up after the accident as the IMPACT staff is not able to change or clean a child after a bathroom accident.

## **SNACKS**

Our program will offer a nutritious snack every afternoon. If snacks are brought from home, due to special dietary needs, they are to be eaten during the designated snack time. During early release day sessions, a snack will be offered during the scheduled time of a regular school day. If you would like to send an additional snack/lunch on early release days, please note that neither a microwave nor refrigerator will be available to students.

## **PICK UP/DISMISSAL**

- **Pick up is required PRIOR to 6:00 pm** at KIT KLUB (back of school, car-rider loop door).
- **No child will be released without an authorized adult signing and logging the pickup time and date on the sign-out roster located on the KIT KLUB desk.**
- **Only adults listed on the registration form under Family Information, Emergency Care Information or Pick Up Authorization, will be allowed to pick up your child(ren).** A parent/guardian may add or rescind pickup authorization in writing to the Director at any time within a 24-hour notice. We reserve the right to request identification from anyone picking up a student from the program.

**KIT KLUB will not release a child to anyone that has** (1) not been previously authorized in writing, (2) fails to provide adequate government issued photo identification, or (3) appears to be impaired or otherwise unsafe. No exceptions to this policy are allowed by the administrators. **Law Enforcement will be contacted in the event a parent/guardian fails to pickup of their child(ren) prior to 6:30 pm.**

## **ENROLLMENT PLAN/FEEES**

**FULL-TIME PLAN:** .....First Child - \$60 per week.  
Second and additional Children - \$50 per week.

- **A full-time week at KIT KLUB means 3 to 5 days in the same week and is inclusive of early release days, but NOT half days at the end of the school term. It is NOT interchangeable with the drop-in rate.** KIT KLUB staff will expect the full-time students to attend daily unless the Director is notified to the contrary. Please inform the Director by email (rmayers@lexrich5.org) or call 803-476-3985 (between the hours of 2:30 p.m. to 6 p.m.) to ensure that the KIT KLUB program does not expect your child(ren) and knows that your child is safe. If your child does NOT attend the entire week, you will NOT be billed. **To enroll in KIT KLUB Full-Time, it requires a Prior Registration fee of \$20.00.**

**DROP-IN RATE:** .....1 Regular School Day - \$20 per child.  
Early Release Days & Half Days ONLY – \$30 per child.

- **A drop-in regular school day rate means that you do not want to enroll your child full-time. It is NOT interchangeable, and is NOT inclusive of early release days and half days at the end of the school term, as these days are \$30 per child.** To enroll in KIT KLUB Drop-In program, it requires a Prior Registration fee of \$20.00.
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**\*\*\* No adjustments are granted when the KIT KLUB After-School Program is cancelled due to inclement weather, school cancellations or other unforeseen circumstances. \*\*\***

**Teacher Workday:** .....Full Time Plan Child – \$80 (covers day & week).  
Second and additional Children - \$70 (covers day & week).  
Drop-In Rate Student Holiday Days ONLY – \$30 per child.

- **KIT KLUB will operate on Teacher Workdays (determined by pre-signup) from 7:30 a.m. to 6:00 p.m. KIT KLUB will only allow students who have signed up in advance with prepayment to attend on this day.** The cafeteria will be closed on holidays, therefore neither school breakfast nor school lunch is available. As a result, **make sure your child(ren) has eaten breakfast before arriving and brings a bag lunch on these days.** An afternoon snack will be provided at the normal time.

## **PAYMENT POLICY**

- Payment is **due every Monday** OR the **first day your child attends for the week**.
- Failure to make payment by Wednesday 6:00 p.m. will result in a **\$10.00 late payment fee**.
- Payment must be in the form of a check or cash. **Make checks payable to DFES-KIT KLUB**. We do not have any money to give you change, however, excess payment can be credited to your account. Please indicate on the check the child(ren) you are paying for. A receipt will be issued for all payments.
- The parent/guardian must register and pay in advance for programs on Early Release/Half Days. KIT KLUB utilizes Nexcheck, electronic check verification, [www.nexcheck.com](http://www.nexcheck.com). In the event your check is returned, your account will be debited electronically for the face amount plus those fees and actions allowed by South Carolina law.
- A completed registration form per child must be on file with the program prior to the first day of attendance. This will secure a placement in the program.
- No refunds or adjustments are granted for when the KIT KLUB After-School Program is cancelled due to inclement weather, school cancellations or other unforeseen circumstances.
- **ALL PAYMENTS FOR KIT KLUB MUST BE RECEIVED AT THE KIT KLUB OFFICE BETWEEN 2:30 AND 6:00 P.M. OR IN THE SCHOOL MAIN OFFICE. PAYMENT WILL NOT BE ACCEPTED THROUGH YOUR CHILD'S BOOKBAG. This is to ensure that KIT KLUB staff or students do not misplace your payment and a receipt can be written upon payment.**

## **LATE PICK-UP CHARGES**

There will be an additional charge of \$5 for the first 1-5 minutes you pick up your child after 6:00 p.m. You will be charged \$1 for each additional minute after 6:05 p.m. until 6:30 p.m. For the protection of the KIT KLUB staff and students **Law Enforcement will be contacted in the event a parent/guardian fails to pick up their child(ren) prior to 6:30 pm.** Multiple late pick-ups can result in dismissal from the program.

## **SAFETY-NET**

**SAFETY-NET PROGRAM RATE:** .....1 Regular School Day - \$25 per child.  
Early Release Days – \$35 per child.

- Safety-Net is a program that is designed by the school to care for children in case of emergency. **The Safety-Net agreement must be completed by parents/guardians prior to the child(ren) attending the KIT KLUB Safety-Net Program.**
- **Our Safety-Net program is for emergency use. Payment is due on the day service is provided. Parents will be contacted once students use the KIT KLUB Safety-Net program.**
- Repeated non-payment and/or late pick-up more than three (3) times will result in the removal of your child(ren) from the Safety-Net program. At that point, **Law Enforcement will be contacted by the school in the event a parent/guardian fails to pickup of their child(ren) prior to 3:15 pm.**
- **Parents are subject to Late pick-up charges for students picked up after 6:00 p.m.**

## **MISCELLANEOUS**

- The KIT KLUB After-School program will not operate if the school closes early or is cancelled for any reason. This includes inclement weather, loss of power/water, etc. In this event, students will be dismissed in accordance with the district and school policies.
- KIT KLUB After-School Program is not responsible for any personal items lost or stolen at or during the program.
- Photographs may be taken of your child during normal program activities to be used in KIT KLUB promotional materials without expectation for remuneration.
- Movies with either G or PG ratings are occasionally offered as part of the KIT KLUB program. Parent/guardians may give or withhold permission for their child to view these movies on the enrollment form. Children whose parents have declined movie participation will be provided with an alternate activity at the discretion of the Director.
- The computer lab activities provide access to district approved internet sites. Parent/guardians may give or withhold permission for their child to participate in the computer lab activities on the enrollment form. Children whose parents have declined computer lab participation will be provided with an alternate activity at the discretion of the Director.
- Emergency Drills such as Fire, Tornado, Earthquake, and Intruder will be coordinated by the Director once a month in accordance to Dutch Fork Elementary Drill schedule.
- Please sign up for Remind 101 notifications to be sent directly to you regarding KIT KLUB. Any pertinent information will be texted to parents through the Remind App.
  - **Text: @kitklub to 81010**

# 2019-2020 IMPORTANT DATES

KIT KLUB will begin the first day of school, August 21, 2019  
And will end the last day of school, June 5, 2020.

September 2 .....	Labor Day (CLOSED)
September 26 .....	<b>**Early Release Day**</b>
October 7 .....	Teacher Workday/ No School
October 16 .....	<b>**Early Release Day**</b>
October 25 & 28.....	Fall Break (CLOSED)
November 6 .....	Student Holiday
November 27 – Nov. 29 .....	Thanksgiving Break (CLOSED)
December 23 – Jan. 3 .....	Winter Break (CLOSED)
January 20 .....	Dr. M.L.K Jr. Holiday (CLOSED)
January 29 .....	<b>**Early Release Day**</b>
February 17 .....	Teacher Workday/ No School
February 27 .....	<b>**Early Release Day**</b>
March 16 .....	Teacher Workday/ No School
March 25 .....	<b>**Early Release Day**</b>
April 10 .....	Student/Teacher Holiday
April 13 – Apr. 17 .....	Spring Break (CLOSED)
April 30 .....	<b>**Early Release Day**</b>
May 25 .....	Memorial Day (CLOSED)
June 4 & 5 .....	Half Day for Students
June 5 .....	Last Day for Students





**DUTCH FORK ELEMENTARY  
KIT KLUB**

**AFTER-SCHOOL PROGRAM  
REGISTRATION FORM  
2019 - 2020**

Please complete the following information (Please print or type)

Child's Name: \_\_\_\_\_ Gender: \_\_\_ Male \_\_\_ Female  
Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Current Grade Level: \_\_\_\_\_  
Name of Parent(s) / Guardian(s): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Home Phone Number: \_\_\_\_\_ Work Number: \_\_\_\_\_  
Cell Number: \_\_\_\_\_

**Note: If any of the above information changes, please notify KIT KLUB immediately.**

**EMERGENCY CONTACT INFORMATION**  
**List two emergency contacts other than those listed above:**

Name	Relationship	Home Phone	Work Phone
_____	_____	_____	_____
_____	_____	_____	_____

**Medical Ailments/Allergies**

\_\_\_\_\_  
\_\_\_\_\_

**EMERGENCY MEDICAL RELEASE**

If emergency medical care is necessary and I cannot be reached, I authorize the Kirtland Youth Association to act on my behalf in granting permission for my child to receive emergency medical treatment. Parents are responsible for all expenses incurred as a result of medical treatment.

\_\_\_\_\_  
Parent/Legal Guardian Signature

\_\_\_\_\_  
Date

## SAFETY-NET AGREEMENT

In the rare event that you are unable to pick up your student by 3:15 pm (or at the designated time for any after school program), we will provide supervision in our KIT KLUB after school program. This agreement also applies to bus riders and day care. Our Safety-Net program is for emergency use only and requires the completion of the Registration Form.

- Safety-Net is a program that is designed by the school to care for children in case of emergency.
- Payment is due on the day service is provided.
- Parents will be contacted once students use the KIT KLUB Safety-Net program.
- Repeated non-payment and/or late pick-up more than three (3) times will result in the removal of your child(ren) from the Safety-Net program.
- **If your child(ren) is removed from Safety-Net program, Law Enforcement will be contacted by the school in the event a parent/guardian fails to pick up their child(ren) prior to 3:15 pm.**
- Parents are subject to LATE pick-up charges for students picked up after 6:00 pm.

## AFTER-SCHOOL PROGRAM

The Kit Klub After-School Program runs from the first day of school (August 21, 2019) until the final day of school (June 5, 2020).

- Hours of operation are from 2:30 - 6:00 pm. Monday through Friday.
- **Parents must pick their child up no later than 6:00 pm or there will be a late fee of \$5 for the first 1-5 minutes and \$1 for each additional minute after 6:05 pm until 6:30 pm.**
- **For the protection of the KIT KLUB staff and students, Law Enforcement will be contacted in the event a parent/guardian fails to pick up their child(ren) prior to 6:30 pm.**
- KIT KLUB is closed on all Holidays and Breaks
- KIT KLUB will remain open on Teacher Work Days, Early Release (non-weather related), and Half Days.
- An after-school snack will be available for each child.
- Failure to follow the rules can result in your child being removed from the KIT KLUB Program.
- Disrespect of the KIT KLUB staff, constant refusal to follow instructions, fighting, bullying of any type, are grounds for immediate dismissal.
- A Priority Registration (non-refundable) fee of \$20.00 per child is charged for admittance to the KIT KLUB Program.
- **Priority Registration is required for students that attend KIT KLUB for more than 4 total days within the school year.**

## CODE OF CONDUCT

Positive attitudes keep the KIT KLUB program UnbeLEAFable! Below are general guidelines participants are expected to follow:

- Respect yourself, property and the KIT KLUB staff.
- Play fairly and be honest.
- Avoid inappropriate language and behaviors.
- Follow the instructions of the KIT KLUB staff.
- Eat and drink in designated areas.
- Speak kindly and respectfully to others.
- Be respectful to other students and their property.
- Tobacco, drugs, alcohol, and weapons are prohibited.
- Take care of the facilities, grounds, and equipment.

## AUTHORIZATION TO PRODUCE AND USE AUDIOVISUAL MATERIALS

I hereby voluntarily and without compensation authorize KIT KLUB to produce photographs, movies, videotapes, audio-tapes, and PowerPoint Presentations of the below named student. This authorization is given on the condition that the materials taken or produced will be used for the purpose of community education or program promotion. I understand the KIT KLUB will not use these materials for compensation.

I understand that this grant of permission shall only be revoked by a written instrument delivered to the Director of KIT KLUB. This consent shall remain in effect, unless revoked.

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Name of Student

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Name of Parent/Legal Guardian

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Date

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Signature of Parent/Legal Guardian

## BULLYING/HARASSMENT/FIGHTING POLICY

Bullying/harassment/fighting has no place at KIT KLUB. Bullying/harassment/fighting includes the following:

- Physical assaults
- Threats
- Harassment
- Name-calling
- Racial slurs
- Intimidation
- Sexual harassment - physical or verbal
- Spreading rumors
- Foul language
- Taunting
- Making insulting remarks about another student's family members
- Using the internet to harass, threaten, verbally abuse, intimidate, or spread rumors

Violation of the intent of this policy by a participant of KIT KLUB will not be tolerated. Review of the policy serves as an initial warning of inappropriate behaviors.

- If you are found to be in violation of this policy you will be suspended from the program for no less than 2 days.
- On the second offense you will be suspended for up to one week. **There will be no refund for provided when students are suspended.**
- The enforcement of this policy and any judgement on the consequence of a student for violation of this policy will be the decision of the KIT KLUB Director or Assistant Director or both.

## CHECK-OUT AUTHORIZATION FORM

**Student Name:** \_\_\_\_\_

The following individuals are authorized to check-out the above named student from all KIT KLUB activities. **Identification will be required when checking out students from KIT KLUB.**

1. Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Contact Information: \_\_\_\_\_

2. Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Contact Information: \_\_\_\_\_

3. Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Contact Information: \_\_\_\_\_

4. Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Contact Information: \_\_\_\_\_

Note: Add additional names if needed.

**Please note, if anyone is PROHIBITED from contacting or checking-out the student. Specify the individual(s) below:**

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_