



KidzQuest



Before/After School
Handbook
2010/2011

KidzQuest
Program Description

The KidzQuest program was designed by the Louisa County Department of Parks and Recreation to provide quality, affordable care to working families of the county. Under the KidzQuest program, we offer a Before School Program, After School Program and Summer Day Camp. The KidzQuest program is open to all youth who are currently **enrolled in kindergarten through the completion of the 5th grade**. The KidzQuest Programs are available at Jouett, Moss-Nuckols, Thomas Jefferson and Trevilians Elementary Schools.

We operate under the standards of a licensed daycare program, which address certain health precautions, adequate play-space, a ratio of children per staff member, and efficient record keeping. Criminal records checks and specific qualifications for staff and volunteers working directly with children are also required.

Hours of Operation

Before School: Before School operates from 6:45 a.m. to 8:00 a.m.

After School: Our normal operating hours for our After School program are from school dismissal until 6:30 p.m. on regular school days and scheduled early dismissal days. We do not operate on school holidays, teacher workdays, or when school is cancelled due to inclement weather.

Important Phone Numbers

Louisa County Parks and Recreation Office: 540-967-4420

Cancellation Hotline: 540-967-4449

Thomas Jefferson Before and After School: 540-967-4696

Jouett Before and After School: 540-872-5172

Trevilians Before and After School: 540-967-3697

Moss Nuckols Before and After School: 540-967-?





KidzQuest Before School Program

A completed registration packet with the **non-refundable** registration fee of **\$10** must be turned in to the **Parks and Recreation office** one business day BEFORE he/she can attend. For program fees and payment information look on page six under Accounting Policy.

The program offers a variety of activities including gym time, board games, quiet time, and homework time. Snacks are **not provided** at the Before School Program. Before School will **ONLY** be offered if there are 10 children attending on a daily basis. Parents will be given notice if the program is unable to continue because of attendance.

Before School Drop Off/Pick Up Policy

- Parents are to walk their child(ren) to the Before School program and sign them in. **Children are not to arrive alone!**
- Students will be dismissed by the Staff after the first bell rings for school to begin.

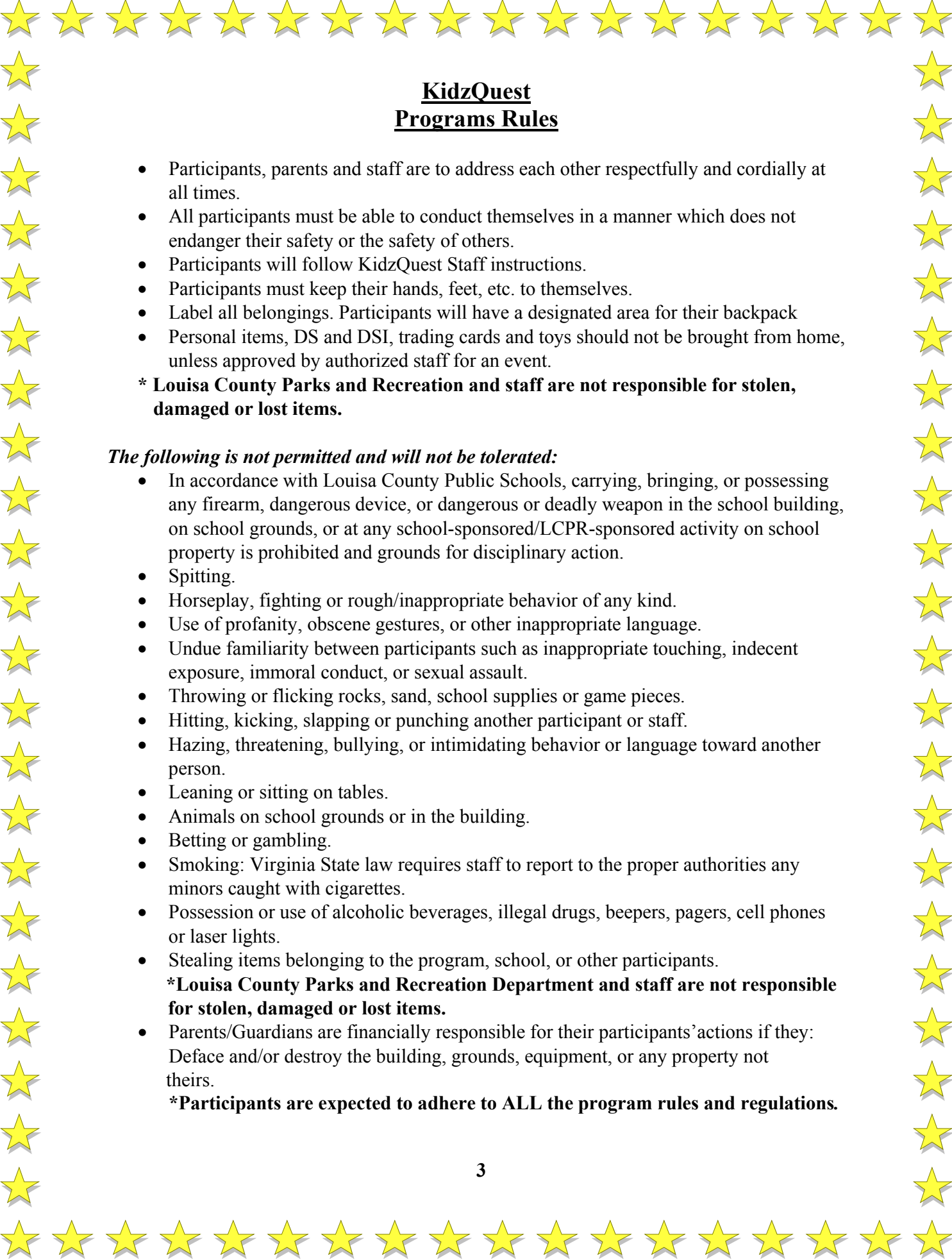
KidzQuest After School Program

A completed registration packet with the **non-refundable** registration fee of **\$15** must be turned in to the **Parks and Recreation office** BEFORE he/she can attend. For Program fees and payment information look on page six under Accounting Policy.

The program offers a variety of activities including playground/gym time, arts and crafts, quiet time, and homework time. A snack will also be provided, along with a drink. If your child does not like the snack provided you may send a snack.

After School Drop Off/Pick Up Policy

- Students report directly to the After School program at school dismissal and are checked in by an After School staff member.
- Please notify the After School staff if your child has a bus pass or is attending another after school activity and will not be reporting to the After School Program directly after school ends.
- Children are to be signed out by a parent, guardian, or authorized person who is 18 years of age/or and older.
- **We cannot refuse a parent who wishes to pick up a child unless we have a copy of a custody agreement or other court document.**
- **Children must be picked up no later than 6:30 p.m.** Please see our policy regarding late pick-ups.



KidzQuest Programs Rules

- Participants, parents and staff are to address each other respectfully and cordially at all times.
 - All participants must be able to conduct themselves in a manner which does not endanger their safety or the safety of others.
 - Participants will follow KidzQuest Staff instructions.
 - Participants must keep their hands, feet, etc. to themselves.
 - Label all belongings. Participants will have a designated area for their backpack
 - Personal items, DS and DSI, trading cards and toys should not be brought from home, unless approved by authorized staff for an event.
- * Louisa County Parks and Recreation and staff are not responsible for stolen, damaged or lost items.**

The following is not permitted and will not be tolerated:

- In accordance with Louisa County Public Schools, carrying, bringing, or possessing any firearm, dangerous device, or dangerous or deadly weapon in the school building, on school grounds, or at any school-sponsored/LCPR-sponsored activity on school property is prohibited and grounds for disciplinary action.
 - Spitting.
 - Horseplay, fighting or rough/inappropriate behavior of any kind.
 - Use of profanity, obscene gestures, or other inappropriate language.
 - Undue familiarity between participants such as inappropriate touching, indecent exposure, immoral conduct, or sexual assault.
 - Throwing or flicking rocks, sand, school supplies or game pieces.
 - Hitting, kicking, slapping or punching another participant or staff.
 - Hazing, threatening, bullying, or intimidating behavior or language toward another person.
 - Leaning or sitting on tables.
 - Animals on school grounds or in the building.
 - Betting or gambling.
 - Smoking: Virginia State law requires staff to report to the proper authorities any minors caught with cigarettes.
 - Possession or use of alcoholic beverages, illegal drugs, beepers, pagers, cell phones or laser lights.
 - Stealing items belonging to the program, school, or other participants.
- *Louisa County Parks and Recreation Department and staff are not responsible for stolen, damaged or lost items.**
- Parents/Guardians are financially responsible for their participants' actions if they: Deface and/or destroy the building, grounds, equipment, or any property not theirs.
- *Participants are expected to adhere to ALL the program rules and regulations.**



Illness/Injury

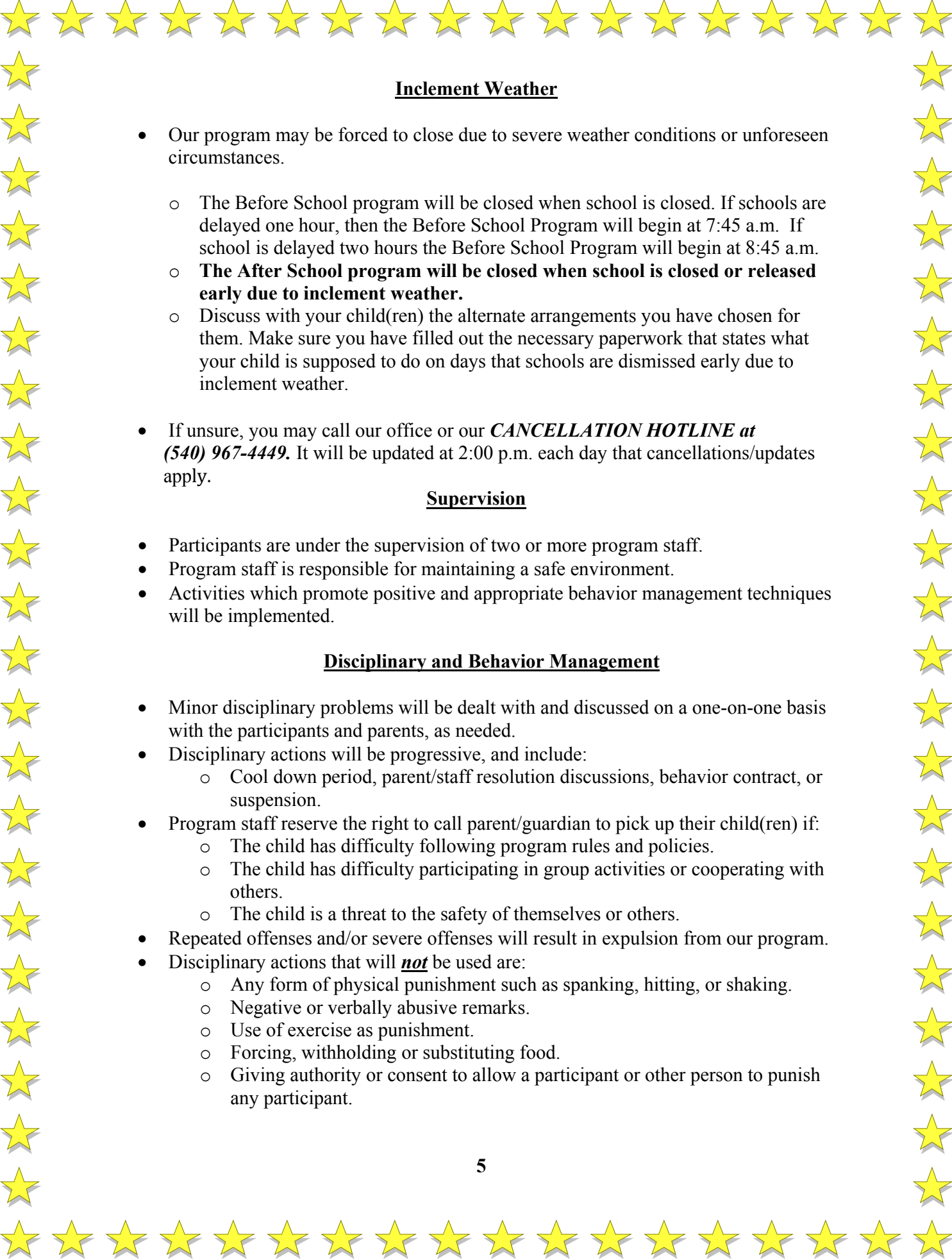
- Participant(s) who become ill or have a temperature of 100 degrees or more while in the program will be separated from the group and a parent will be notified and required to pick up their child within an hour. A Staff Member will stay with the ill child until parent arrives.
- At least one staff member on duty at each location during Before School and After School will be certified in American Red Cross CPR and First-Aid.
- In the event of serious illness or injury, the following procedures will be followed:
 - Parent or guardian will be called. If not reached;
 - Persons listed as the emergency contact will be called. If not reach;
 - Child's physician will be called.
 - If we are unable to reach the parent, emergency contact, or physician, a rescue squad will be called to transport the child to the nearest hospital.
- In the event of a true **EMERGENCY** staff will call 911 first!
- The Louisa County Parks and Recreation Before and After School Program agrees to notify the parent(s)/guardian(s) whenever the child becomes ill and the parent/guardian will arrange to have the child picked up within an hour if requested by the center.
- The parent/guardian authorizes the staff to obtain immediate medical care if any emergency occurs when the parent/guardian cannot be located immediately.
- The parent/guardian agrees to inform the center within 24 hours or the next business day after a child attending the KidzQuest Program or any member of the immediate household has developed a reportable communicable disease, except for life threatening diseases which must be reported immediately.

Field Trips and Transportation

- Trips may be planned on regular school days during program hours and on early dismissal days.
- Transportation is provided by a school bus or the Parks and Recreation van. All "school bus rules" are in effect during trips.
- Parents will receive advance notice of all trips and will need to return a signed permission form to the Program Staff. Additional fees may apply.
- No childcare is provided for participants who choose not to go on the field trips unless there are at least 10 participants who chose to stay behind.

Natural Disaster or Other Emergencies

- In the case of a natural disaster or other emergency situation which requires evacuation of one school location, children in the Before School and After School programs will be transported by bus to another school site:
 - Jouett Elementary will be evacuated to Thomas Jefferson Elementary.
 - Trevilians Elementary will be evacuated to Thomas Jefferson Elementary.
 - Thomas Jefferson Elementary will be evacuated to Trevilians Elementary.
 - Moss-Nuckols Elementary will be evacuated to Trevilians Elementary.



Inclement Weather

- Our program may be forced to close due to severe weather conditions or unforeseen circumstances.
 - The Before School program will be closed when school is closed. If schools are delayed one hour, then the Before School Program will begin at 7:45 a.m. If school is delayed two hours the Before School Program will begin at 8:45 a.m.
 - The After School program will be closed when school is closed or released early due to inclement weather. After School staff will be at the site for one hour following the release of school to allow parents time to pick their children up. Any child who remains at the site after that hour has passed will be assessed a \$15 late fee for each 15-minute interval.
 - Discuss with your child(ren) the alternate arrangements you have chosen for them. Make sure you have filled out the necessary paperwork that states what your child is supposed to do on days that schools are dismissed early due to inclement weather.
- If unsure, you may call our office or our **CANCELLATION HOTLINE at (540) 967-4449**. It will be updated at 2:00 p.m. each day that cancellations/updates apply.

Supervision

- Participants are under the supervision of two or more program staff.
- Program staff is responsible for maintaining a safe environment.
- Activities which promote positive and appropriate behavior management techniques will be implemented.

Disciplinary and Behavior Management

- Minor disciplinary problems will be dealt with and discussed on a one-on-one basis with the participants and parents, as needed.
- Disciplinary actions will be progressive, and include:
 - Cool down period, parent/staff resolution discussions, behavior contract, or suspension.
- Program staff reserve the right to call parent/guardian to pick up their child(ren) if:
 - The child has difficulty following program rules and policies.
 - The child has difficulty participating in group activities or cooperating with others.
 - The child is a threat to the safety of themselves or others.
- Repeated offenses and/or severe offenses will result in expulsion from our program.
- Disciplinary actions that will **not** be used are:
 - Any form of physical punishment such as spanking, hitting, or shaking.
 - Negative or verbally abusive remarks.
 - Use of exercise as punishment.
 - Forcing, withholding or substituting food.

- Giving authority or consent to allow a participant or other person to punish any participant.

Accounting Policy

Rates

- Before School
 - \$3 per day first child
 - \$2 per day for each additional child
- After School
 - \$12 per day for first child
 - \$7 per day for second child
 - \$5 per day for each additional child

*****NEW POLICY*****

If your child checks in with the KidzQuest After School and is picked up by 3:30 p.m. there will be a \$2 fee.

Discount

- Discount rates are for immediate family members only.
- Multi-child discounts do not apply when receiving financial assistance.

Payment

- Payments are **due weekly**.
*Other payment arrangements can be made by speaking **directly** with the Children's Program Coordinator (Zuwana Morgan). Please feel free to call at (540) 967- 4420.
- If payment is not received by Friday prior to the start of the next week, your child will not be permitted to return to the program, until payment is made.
- There will be a \$15 late fee charged for payments not received by end of the second week your child has attended the program.

Check Policy

- There will be a \$35.00 charge on all returned checks.

Late Pick-up

- Whenever possible, the parent(s)/guardian(s) should call and let the staff know they will be late for pick-up. This is not only beneficial to the staff but also to your child. When parent(s)/guardian(s) are late, the child begins to worry.
- In fairness to our staff, it is important that your child be picked up on time. A late fee of \$1.00 per minute will be charged for any child not picked up by 6:30 p.m. **This fee must be paid before the child can return to the program.**
- Louisa County Parks and Recreation KidzQuest Program has a strict late pick-up policy, which could result in you being asked to remove your child from our program. The policy is as follows:
IF YOU ARE LATE MORE THAN THREE TIMES, YOUR CHILD MAY BE SUSPENDED FROM THE PROGRAM FOR 30 DAYS.

Other

- If you have an outstanding KidzQuest balance, you or your child will **not** be allowed to participate in **any** Parks and Recreation activity until balance is paid in **FULL**.
- Before and After School Programs balances **must** be paid in **FULL** before child can attend Summer Day Camp.
- Summer Day Camp balances **must** be paid in **FULL** before child can attend Before and After School Programs.