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# Mission Viejo Christian Kids Club

"A Safe and Fun Place to Experience God Together!"

# Parent Manual

A Ministry of Mission Viejo Christian Church

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## ***GENERAL INFORMATION***

### **Welcome!**

The Mission Viejo Christian Kids Club Staff welcomes you! We are pleased that you have chosen our program and thank you for entrusting your child in our care. Our desire is to work together in a partnership with your child's well-being as our mutual goal.

### **Kids Club Philosophy**

We believe that God made each of us each uniquely different and has created us with a purpose. Our desire is to provide a loving and happy Christian environment in which each child is respected and accepted as God's own very special individual.

### **Kids Club Goals**

The goal of Kids Club is to provide a positive, engaging and exciting out of school experience for each child. Our program sets out to meet the physical, intellectual, emotional, social and spiritual development needs of each child. Through quality activities and staff we strive to assist every child to be creative and productive, develop healthy relationships with peers and adults and gain confidence, self-respect and a love for God and family.

### **Admission**

In order to comply with licensing requirements, an admission agreement must be signed and be on file with the program prior to attendance. Please read the parent manual carefully.

Kids Club is open to any child regardless of race, color, or creed who is kindergarten through 14 years of age. All state required forms are needed prior to attendance. Children attending Kids Club must be toilet trained and be able to follow adult direction. If a child's behavior poses a direct threat to the health or safety of himself/herself or others, and the threat cannot be eliminated through reasonable accommodations, that child may be excluded from attending the program.

Parents will need to provide a picture of their child for the purpose of identification prior to the first day of program.

## ***PROGRAM INFORMATION***

### **Hours of Operation**

Kids Club is open from 7:00 am to 6:00 pm, Monday through Friday. The Before School Program begins at 7:00 am. The After School Program begins at school dismissal and continues until 6:00 pm.

### **Full Day Care Program**

Kids Club offers full day care on days when school is not in session. Full day care program days vary with excursions and other planned activities. Kids Club is closed on the following major holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Recess (Thursday and Friday), and Christmas Day.

## **Special Events**

On occasion, Kids Club staff will host special events which include, but are not limited to, overnights, weekend excursions, etc. These special events require separate registration and have separate fees that vary based on the activity.

## ***KIDS CLUB STAFF***

### **Staff Ratio**

Staff to child ratio will not exceed 14:1 as required by the State of California.

### **Kids Club Staff**

Each staff member meets all qualifications as required by the State of California. Each staff has passed a health screening and TB clearance and has been fingerprinted for proof of clearance with the FBI, and the Department of Justice. Each staff has provided an appropriate driver's license and meets necessary qualifications to transport children.

## ***ATTENDANCE***

### **Sign In and Out Procedures**

Kids Club requires that each child be signed in and out by a parent or authorized representative everyday on the sign in and out sheets located in the parent information area. A full signature and time is required.

Children will only be released to an authorized person designated on the child's emergency information sheet. Identification may be required. Permission to release a child to someone other than on the emergency information sheet may be granted on a per case basis with written or verbal consent of the parent. Only parents may make changes on the emergency information sheet.

### **Absences**

It is the parent's responsibility to notify Kids Club if their child is going to be absent from the program. Please contact Kids Club at 949-465-1954 before 10:00 am so that the staff are prepared to not pick up your child from school.

### **Dismissal Time/Pick Up**

Since Kids Club picks up children from a variety of different schools it is imperative that children promptly meet the Kids Club staff at the designated area at school dismissal time. The Kids Club van will wait 7 minutes past the school dismissal time. In the unlikely event a child has not boarded the van within this period, the parent will be notified and it will be the parent's responsibility to make transportation arrangements for their child.

## **Late Pick-Up Policy**

In an effort to provide your children with a positive, consistent experience, we have staffed our program with well trained professionals. We are pleased to be able to provide this quality staffing for the children and appreciate our family's cooperation in assuring that their children are picked up by 6:00 pm. In the event that a child is picked up after 6:05 pm, a late fee of \$5.00 per five minutes is due and payable to Kids Club.

## **HEALTH**

### **Illness**

Please check your child for signs of illness before bringing them to school and/or Kids Club. This policy is in consideration for all other children who will be exposed to your child. If your child becomes ill while at the program, you will be contacted and required to pick up your child.

### **Medications**

Before medications can be administered to your child at Kids Club, a signed statement by the parent giving permission must be on file. The medication must be in the prescription container labeled with child's name, name of medicine, dosage requirements and physician's name. Medication will only be administered as directed by the physician, as required by state law. It is the parent's responsibility to inform Kids Club in writing of any allergies to medications. Children may not bring self-administered medicines to Kids Club such as, aspirin, eye drops, cough drops, etc. No matter how harmless it may appear, there is the possibility of another child taking the medication and having a severe reaction to it. All over the counter prescriptions must have the same medication release form on file and be in its original container.

### **Nutrition**

An afternoon snack of either fruit, vegetables, crackers and juice is served every day. Occasionally your child will have an opportunity to cook or prepare special foods as an activity or for snack. It is the parent's responsibility to inform Kids Club in writing of any food allergies.

## **GENERAL LICENSING REQUIREMENTS**

### **General Licensing Requirements**

Under Section 80044 of the General Licensing Requirements:

- The department of licensing agency shall have the authority to interview clients, including children or staff, and to inspect and audit or facility records without prior consent.
- The licensee shall make provisions for private interviews with any clients, including children, or any staff member; and for the examination of all records relating to the operation of the facility.
- The Department or licensing agency shall have the authority to observe the physical condition of the client, including conditions which could indicate abuse, neglect, or inappropriate placement, and to have a licensed medical professional physically examine the client.

Thank you for your cooperation in allowing us to comply with any and all regulations that affect our facility.

## ***TUITION***

### **Tuition Fees**

Kids Club is a non-profit and self-supporting program. Kids Club operating budget is based on installment payment by the fifth and twentieth of each month. It is necessary that your child's tuition is paid on time. Tuition guarantees a child's place at Kids Club; therefore, tuition credit or makeup days for days missed are not given.

Each Kids Club program (Before and After School Program and Summer Camp Program) has its own, separate, non-refundable, \$50 registration fee.

Tuition is calculated based on 180 school days and divided into equal installments, August -June. Monthly installments can be prorated if the child starts the program mid-month. An extra "Full Day Care" fee is optional and charged for non-school days since full day care is provided.

Please make checks payable to Mission Viejo Christian Church with your child's name and Kids Club in the Memo portion. A tuition box is located at the parent information table. Credit card payments are made on the due date for each installment and credit card numbers can be changed via the parent portal found on the Kids Club website.

If payment is not received by the tenth of the month a \$25.00 late charge is added. Kids Club policy is that if a parent becomes one month behind in their tuition payment, their child will not be allowed to attend.

*Please note!* Once a child is enrolled in the program, fees will continue to be charged until the program ends at the end of the school year. Should you desire to terminate the program before the last day of school, a two-week notice is required.

The program tax identification number is 95-2671710.