



## **KINGDOM KIDS AFTER SCHOOL PROGRAM GENERAL POLICIES**

Kingdom Kids is an after-school program creatively designed for God's children here at Salem Lutheran School. Our mission and prayer is that Kingdom Kids will be a time students look forward to as they grow and learn in a safe, loving environment.

- Kingdom Kids offers after school care for Salem Lutheran School students.
- Students may attend full-time, drop-in or emergency only.
- Program is licensed by the Texas Department of Family & Protective Services.
- Program is administered by Salem Early Childhood.
- Program offers an after-school snack, time for relaxation, activity centers, outside time and time for homework

### **HOURS OF OPERATION**

The Kingdom Kids After-School Program hours are:

- Registered students: 3:20-6:30pm
- Drop-in students: 3:30-6:30pm

Salem Lutheran School staff will bring students to the after-school program at the times listed above. Care is available on early dismissal days beginning at the scheduled dismissal time. Parents are responsible for providing lunch for their child on early dismissal days. If a child is not picked up by 6:30pm a late fee of \$1.00 per minute/per child will be charged.

### **HOLIDAYS**

The Kingdom Kids After-School Program is open on regularly scheduled school days. There is no care on the first day of school, Grandparent's Day, or the last day of school. If school closes or dismisses early due to inclement weather or any other reason, the after-school program will not be held.

### **DAILY SCHEDULE**

- 3:30-4:15: Centers, snack and homework
- 4:15-5:15: Outside play on the Salem School playground
- Centers and homework

Please convey your family expectations of daily homework to your child. Opportunity, supplies and help are provided. Please understand that the Kingdom Kids staff will remind and encourage your child, but we cannot force your child to complete homework.

### **GENERAL POLICIES**

1. Kingdom Kids staff may be reached at 281.351.8223 during scheduled Kingdom Kids hours.
2. The Kingdom Kids After-School Program hours are: Registered students from 3:20-6:30pm and drop-in students from 3:30-6:30pm. Salem Lutheran School staff will bring students to the after-school program at the times listed above. Care is available on early dismissal days beginning at the scheduled dismissal time. Parents are responsible for providing lunch for their child on early dismissal days. If a child is not picked up by 6:30pm, a late fee of \$1.00 per minute/per child will be charged.

3. Kingdom Kids is open on regularly scheduled school days. There is no care on the first day of school, Grandparent's Day, or the last day of school. If the school closes or dismissed early due to inclement weather or any other reason, the after-school program will not be held.
4. The daily schedule provides time for centers, snack and homework from 3:30-4:15pm. Outside play on the Salem School playground from 4:15-5:15pm and centers and homework time from 5:15-6:30pm. Please convey your family expectations of daily homework to your child. Opportunity, supplies and help are provided. Please understand that the Kingdom Kids staff will remind and encourage your child, but we cannot force your child to complete homework.
5. Copies of the annual Childcare Facility Inspection Form, Harris County Fire Marshal's Inspection Form, and the Harris County Health Department's Report are located in the Early Childhood Office and are available for your review. The Minimum Standards and Guidelines for Daycare Centers, Daycare License, Monthly Lesson Plans and Snack calendar are also available for your review.
6. Kingdom Kids is licensed with the Salem Early Childhood license by the Texas Department of Family and Protective Services. They may be reached by calling 713-940-3009 or by visiting their website at [www.dfps.state.tx.us](http://www.dfps.state.tx.us). The child abuse hotline may be reached by calling 1-800-252-5400.
7. Kingdom Kids utilizes the playgrounds of Salem Lutheran School. Salem Lutheran school is not required to meet and may not meet all playground Child Care Licensing safety standards.
8. The Kingdom Kids Staff does not administer medications unless arrangements are made in advance with the program director. Medications must meet state licensing guidelines and be administered according to those guidelines.
9. Children should be symptom free without medication for 24 hours before attending Kingdom Kids. This includes fever, vomiting and diarrhea. If your child becomes ill while in Kingdom Kids, you will be asked to pick him/her up immediately.
10. Students are not permitted to have personal cell phones on their person during Kingdom Kids. Cell phones are to be kept in their backpack. This follows Salem Lutheran School's rules and extends through to the 6:30pm closing time when in attendance at Kingdom Kids.
11. Students are expected to follow and maintain Salem Lutheran School's dress code. Kingdom Kids has outside play daily (including during winter months) weather permitting. Please be sure that your child is dressed accordingly.
12. All toys and games brought from home are the sole responsibility of your child. Kingdom Kids staff and Salem Lutheran School are not responsible for the loss or damage of these items. The Kingdom Kids staff reserve the right to limit or prohibit the use of any item brought from home.
13. Children must be signed in and out each day. Only authorized adults will be allowed to pick up your child. Adults must be 18 years or older. If you have a special circumstance where a parent is not allowed to pick up a child, a copy of the court order must be on file with the after-school program.
14. Parents will be notified of program changes, policy changes, or other pertinent information through one or more of the following: program notes, school newsletters, school website, email, Wednesday folders and/or home mailings.

15. Kingdom Kids will provide a daily afternoon snack with water. Sack lunches must be sent with your child when attending Kingdom Kids on early dismissal days. Kingdom Kids is not responsible for meeting the overall daily nutritional needs of your child.

16. According to the Texas Penal Code any area within 1000 feet of the campus is a gang free zone. Criminal offenses related to organizational criminal activity are subject to a harsh penalty.

17. In addition to the Conduct Policy below, students fourth through eighth grade will follow the same discipline management system as outlined in the Salem Lutheran School Handbook. Slips will be administered when needed

### **CONDUCT POLICY/DISCIPLINARY ACTION PLAN**

Kingdom Kids After-School Program expects and encourages positive behavior while participating in this program. It is a privilege to offer this program and a privilege for your child to be enrolled in this program. We believe that every child is entitled to a pleasurable and safe environment while participating in this program.

#### **WE EXPECT THAT EACH CHILD WILL:**

- Respect themselves, other students and staff. (Including attitude, actions, words and tone of voice.)
- Be responsible for personal belongings and respect the personal belongings of other students.
- Be responsible with school property - treating activities, furniture and room with care.
- Follow proper safety procedures. (Check in/out procedures and staying with the group.)
- Follow classroom and playground rules.
- Be responsible for his/her personal actions, solving conflict with communication in an age-appropriate way (with the guidance of an adult when needed)
- Follow all Salem Lutheran School rules and behavior guidelines.

#### **UNACCEPTABLE BEHAVIOR INCLUDES (BUT IS NOT LIMITED TO):**

- Disrespect for another student or staff.
- Ignoring or disobeying safety procedures, classroom rules and/or playground rules.
- Possession of reading materials, games, or other items not appropriate for the classroom setting. (Please help your child choose wisely and monitor items brought to school. Please remember that any item brought from home is the sole responsibility of your child. Kingdom Kids staff reserves the right to limit or prohibit the use of any item brought from home.)
- Engaging in fighting or using physical aggression with other students or staff.

#### **DISCIPLINARY ACTION PLAN:**

Age appropriate behavior that is guided and corrected in the classroom setting is considered handled. Parents may be notified verbally of behavior to remind and reinforce appropriate behavior.

- **1st Incident** - Parent notified of behavior on Conduct Report Form (Behavior Reminder)
- **2nd Incident** - Parent notified of behavior on Conduct Report Form (Disciplinary write up; school administration notified of behavior)
- **3rd Incident** - Parent notified of behavior on Conduct Report Form. Immediate suspension from Kingdom Kids After-School Program of 1-3 days, time frame determined based on seriousness of incident. School administration notified of suspension. Child will not be admitted to Kingdom Kids during a suspension. There is no tuition reimbursement during suspension.
- **4th Incident** - Parent notified of behavior on Conduct Report Form. Immediate termination from the Kingdom Kids After-School Program. School administration notified of termination.

Incidents that are extreme in nature and/or include knowingly injuring another student or staff may result in immediate suspension and/or termination.

Suspension and termination from the Kingdom Kids program is an extremely serious issue. School administration and the school commission may be notified and/or involved in making this decision.

**FEES**

*Monthly Tuition:* \$225 per month

*Daily drop-in rate (less than one hour):* \$8.50 per day

*Daily drop-in rate (more than one hour):* \$12.50 per day

*Drop-in rate 12:00-3:30 on early dismissal days:* \$12.50 per day

*Drop-in rate early dismissal days (pick up after 3:30):* \$12 per day

*Late pick up fee (after 6:30pm):* \$1 per minute per child

**PAYMENT INFORMATION**

All tuition and fees will be billed through your TADS account.

**REGISTRATION**

Kingdom Kids registration is completed through TADS when you register your child for school. You have three registration options:

1. Emergency Only: A student that only attends in the event of an emergency.
2. Drop-In: A student that attends part-time or as needed and pays the hourly tuition rate.
3. Full-time: A student that normally attends 4-5 days per week and pays the monthly tuition rate.