

LUCKY KIDS

HANDBOOK &
REGISTRATION
2008-2009

Janet McCarron/Charlotte Flynn
Directors (822-3836)

LUCKY KIDS 2008-2009

Program Fees, Guidelines, and Regulations

- * **DAILY HOURS**
The program will operate from 3:10PM to 6:00PM on all regular school days. The program will operate on early dismissal days with the exception of the following dates: November 26, December 23, April 9, and the last day of school.

- * **REGISTRATION/ACTIVITY FEE**
\$40.00 per child non-refundable (no charge after the second child)

- * **TUITION FEE**
\$7.00 per day (each additional sibling - \$3.50 per day)
Monthly rate - \$110.00 (each additional sibling - \$55.00)

- * **TUITION PAYMENTS**
All tuition fees MUST BE PAID MONTHLY. When you submit your calendar each month, the appropriate payment should be attached.

- * **SIGN OUT**
Children must be picked up and signed out at the Lucky Kids Room by the parent/guardian or responsible adult who has been officially authorized by the parent/guardian (written note of permission).

- * **LATE FEE**
If a child is not picked up by 6 PM, there will be a late fee of \$5 due at the time of pick up.

* SCHEDULING

Monthly calendars will be available on the 15th of every month.

CALENDARS MUST BE COMPLETED AND RETURNED NO LATER THAN THE 25TH DAY OF EACH MONTH.

Schedules must be returned on time in order to permit for proper staffing, supplies, and snacks. In addition, because the 3rd, 4th, and 5th graders will ride the bus to Union Avenue for the program, their teachers need to know when they are attending the program well in advance to ensure they will be put on the bus. If calendars are not received, there is no guarantee we will be able to accommodate your needs.

WE SCHEDULE OUR STAFF ACCORDING TO THE NUMBER OF CHILDREN COMING THAT DAY.

PLEASE SCHEDULE CAREFULLY AS YOU WILL BE CHARGED FOR ANY NO SHOWS or CANCELLATIONS. (Unless your child is absent from school.)

* BEHAVIOR

All school policies, procedures, rules, and regulations will be in effect for the program. Any child who cannot behave or is disruptive will be suspended or removed from the program.

* TELEPHONE/MESSAGES

The Lucky Kids program may be contacted directly at 822-3836.

* **EMERGENCIES**

If you use the program more than one time for an emergency, you will be required to register.

Procedure for Changes and/or Cancellations

If you need to make a cancellation on your child's schedule, please refer to the following procedure:

1. Call and leave a message on the Lucky Kids voice mail at **822-3836**.
2. Send a note to your child's teacher explaining the date of your cancellation and ask that the note be placed in the "Lucky Kids" mailbox.

If you need to make a change in your child's schedule (i.e. your child needs to come on a day not scheduled), please refer to the following procedure:

Send a note to your child's teacher explaining your change and ask that the teacher please put the note in the "Lucky Kids" mailbox. In addition, please also do the following to be sure we are aware of your request:

1. If you are making the change in schedule before 12:00PM, please call the Lucky Kids voice mail system at 822-3836 and leave a message in reference to the change.

2. If you are making the change in schedule after 12:00PM, you will need to call the Main Office in the school your child attends and let them know of this change. The office will notify the Lucky Kids staff. **IT IS VERY IMPORTANT FOR ANY CHANGES BEING MADE IN A 3RD, 4TH, OR 5TH GRADER'S SCHEDULE TO BE MADE NO LATER THAN 2:30PM TO ENSURE THAT THE CHILD WILL BE PLACED ON THE BUS.**

3. PAYMENT FOR THAT DAY IS DUE AT TIME OF PICK UP.

If the above procedures are not followed, there is no guarantee your child will be able to attend the Lucky Kids program.

DISCIPLINE

A serious disciplinary problem is defined as one in which a child is hampering the smooth flow of the program by

- * Requiring constant one-on-one attention
- * Inflicting physical or emotional harm on other children
- * Physically abusing staff or is otherwise unable to conform to the rules and guidelines of the program

It is the goal of the LUCKY KIDS program to

- * Guide children in becoming happy, responsible, cooperative participants in the program through positive, non-threatening teaching techniques
- * Increase children's respect for themselves by guiding them to become responsible for their own actions
- * Help them grow in their respect for the rights and feelings of other people

When conflicts over the rights of people and property develop, it is our goal to work with the individual children, listening to each and helping to resolve the conflict through effective communication.

If a discipline problem continues to exist:

- * The child may not be allowed to participate in the particular activity where conflict exists for a period of time (Time Out)
- * If there is still an unresolved conflict, parents/guardians will be asked for ideas in solving the conflict
- * If the problem continues, parents/guardians may be asked to keep the child at home for a few days until the child agrees to cooperate
- * If no resolution to the conflict can be found, as a last resort, parents/guardians will be expected to remove the child from the program

It is our policy **NEVER** to use physical abuse to resolve conflicts. Similarly, we cannot allow others (including children) to do so within the program.

Margate City Schools Lucky Kids

These are just some of the activities that your child may participate in as a Lucky Kid:

HOMework TIME

ARTS & CRAFTS

MOVIES

THEME DAYS & PARTIES

OUTSIDE PLAY

LIP SYNC, TALENT, & OTHER CONTESTS

TRIPS TO THE PALYGROUND & BEACH

COMPUTES TIME

MARGATE CITY BOARD OF EDUCATION

Release Policy

This statement lists the Release Policy and procedure that has been incorporated for the Lucky Kids Program:

1. Each child will only be released to the child's custodial parent/guardian or person(s) authorized by the custodial parent/guardian to remove the child from the program. We request that the parent/guardian indicate the name, address, and telephone number of at least three (3) emergency contacts/authorized individuals on the application form. In the event that none of these three parties

are available, the Director must obtain permission from the parent/guardian on who will be picking up the child. All requests should be in writing.

2. A child shall not be visited by or released to a non-custodial parent unless the custodial parent specifically authorizes this in writing. This written authorization shall include the name, address, and telephone number of the non-custodial parent and shall be maintained on file. If the non-custodial parent has limited access to the child by court order, the Director shall secure documentation and keep it on file. If the event should arise where a non-custodial parent insists on taking the child and our records indicate he/she is not permitted to do so, the Margate City Police will be contacted at 822-1151.

3. In the event that the authorized party appears physically or emotionally impaired, to the extent that the Director feels the child may be in the risk of harm, the child will NOT be released. The Director will attempt to make arrangements, and the Margate City Police Department and/or the Division of Youth and Family Services (DYFS) at (800) 792-8610 will be contacted.

4. Any other special circumstances must be discussed with the Director personally.

MARGATE CITY BOARD OF EDUCATION

After Hours Policy & Procedure

The Lucky Kids Program offers a safe and friendly environment for children in Kindergarten through fifth grade. The program operates Monday through Friday

from 3:10PM to 6:00PM. In the event that a child remains after 6:00PM without notice from the parent/guardian, the following steps will be taken:

1. The Director will attempt to contact the parent/guardian at the phone numbers indicated on the enrollment application. If this fails,
2. The Director will attempt to contact one of the three emergency contact persons listed on the enrollment application. If this fails,
3. The Director will remain with the child until 6:15 PM
4. At 6:15 PM, the Director will contact the Margate City Police Department at 822-1151 and the Division of Youth and Family Services (DYFS) at (800) 792-8610 to seek assistance in caring for the child until the authorized party has been reached and is able to pick up the child.

MARGATE CITY BOARD OF EDUCATION

Emergency Medical Care/Treatment Policy and Procedure

As a registered member of the Lucky Kids Program, all children are required to have a signed Authorization for Emergency Medical Care/Treatment Form on file.

In the event an emergency arises, the following steps will be taken:

1. If the injury is serious, the Director will first contact the local Emergency Medical Team (EMT) through the "911" emergency system. The Director will then attempt to contact the child's parent/guardian to advise them of the situation. If the parent/guardian cannot be reached, the Director will attempt to contact the emergency contact persons listed on the enrollment application.
2. If, in the opinion of the Director, the injury does not require immediate medical attention, the Director will attempt to contact the parent/guardian to explain the incident and request that the child be picked up immediately. If the parent/guardian cannot be reached, the Director will attempt to contact the emergency contact persons listed on the enrollment application.
3. If no party can be reached, the Director will attempt to treat the injury to the best of his/her ability until contact can be made.
4. An accident and injury record will be completed and kept on file.

