

LUCKY KIDS

HANDBOOK & ENROLLMENT FORMS 2022-2023

To register for Lucky Kids send in the following attached forms:

- 1.) Enrollment Application**

- 2.) Medical Care Authorization Form**

To finalize registration & continue attendance each month, send in:

- 1.) Monthly Calendar, with child's schedule**

- 2.) Payment***

***payment must be sent into school with your child, or dropped off in the main office**

Jennifer Michener....Director
(609) 742-3515

Luckykids@margateschools.org

LUCKY KIDS

Enrollment Application 2022-2023

CHILD(ren) NAME(s): 1.) _____,
 2.) _____,
 3.) _____

ADDRESS: _____

DATE(s) OF BIRTH: _____, _____, _____

GRADE(s): _____, _____, _____

TEACHER(s): 1.) _____, 2.) _____, 3.) _____

MOTHER/ GUARDIAN NAME: _____

HOME PHONE: _____

WORK PHONE: _____

CELL PHONE: _____

E-MAIL: _____

FATHER/ GUARDIAN NAME: _____

HOME PHONE: _____

WORK PHONE: _____

CELL PHONE: _____

E-MAIL: _____

EMERGENCY CONTACT/ ADDITIONAL PICK-UP PERSONS (other than parents)

1. _____ PHONE: _____

2. _____ PHONE: _____

3. _____ PHONE: _____

DO YOU WANT YOUR CHILD (children) TO DO HOMEWORK? _____ YES _____ NO

LIST ALLERGIES/ MEDICAL CONDITIONS (for each child):

LUCKY KIDS

Authorization For Emergency Medical Care/Treatment 2022-2023

NOTE: This form must be completed for all children participating in the Lucky Kids program.

CHILD (children) NAME(s) 1.) _____,

2.) _____,

3.) _____

GRADE(s): _____, _____, _____

AGE(s): _____, _____, _____

I hereby authorize the Lucky Kids staff to act on my behalf, in the case of an accident, illness, or emergency.

X _____

Emergency Medical Care 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 will 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.

LUCKY KIDS

Program Fees, Guidelines, and Regulations 2022-2023

* HOURS OF OPERATION

Lucky Kids is provided every school day from student dismissal time to 6:00 PM

❖ CLOSED on the following dates (**while school is still in session**):

- Wednesday, November 23, 2022
- Friday, December 23, 2022
- Thursday, April 6, 2023
- The last day of school (tentatively Thursday, June 15, 2023)

* REGISTRATION FEE

- \$40.00 per child non-refundable (no charge after the second child)

* TUITION (Payment must be received before the 1st of the month, with the calendar)

All payments are made to: "*MARGATE BOARD OF EDUCATION*"

MONTHLY RATE:

- \$180.00 (each additional sibling - \$90.00)

DAILY RATE:

- \$12.00 (each additional sibling - \$6.00)

Last Minute Sign-up Daily Rate:

- \$20.00 (each additional sibling - \$10.00)

* SIGN OUT Procedure:

Children must be picked up from **Door #10**. Your child will be brought out to you, once it is known that you have arrived (via phone call/text to the Director). Children will be released only to the parent/guardian or responsible adult who has been officially authorized by the parent/guardian (written note of permission). Your name & time will be noted on the daily sign out sheet.

* SCHEDULING

A monthly calendar will be on the website by the 15th of every month.

Calendars for the upcoming month must be completed and returned (via email) no later than the last week of every month (payment must be sent in with your child or dropped off in the main office)

Schedules must be returned, via email, in order to permit for proper staffing, & supplies. **If calendars and payment are not received, there is no guarantee we will be able to accommodate your needs.**

PLEASE SCHEDULE CAREFULLY AS YOU WILL BE CHARGED FOR ANY NO-SHOWS, including absences from school. We must staff according to the number of students scheduled for each day, so payment is required even if your child is absent. Credits will be offered if the school is closed for an emergency or inclement weather.

* 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/ Email MESSAGES

Lucky Kids may be contacted at (609) 742-3515 or email (luckykids@margateschools.org).

* EMERGENCIES

If you use the program more than [one time](#) for an [emergency](#), you will be required to register.

Procedure for Changes to Schedule

CHANGE A PREVIOUSLY SCHEDULED DAY (with 1 week advance notice)

1. Call school (609) 742-3515 or email Lucky Kids (luckykids@margateschools.org)
2. Send a note/email to your child's teacher explaining the date of your cancellation

ADD A SPONTANEOUS DAY ([\\$20/day 1st child & \\$10 additional child / Payment at pick up](#))

1. Call school (609) 742-3515 or email Lucky Kids (luckykids@margateschools.org)
2. Send a note/email to your child's teacher

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 or verbally 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.

Daily Program Activities

HOMEWORK TIME

ARTS & CRAFTS

BOARD GAMES

MOVIES

OUTSIDE PLAYGROUND TIME (sneakers are preferred)

COMPUTER TIME

GYM TIME (sneakers are preferred)

SNACK 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 Child Protection and Permanency (DCPP) at (800) 792-8610 will be contacted.
4. Any other special circumstances must be discussed with the Director personally.

After Hours Policy & Procedure

The Lucky Kids Program offers a safe and friendly environment for children in Kindergarten through fourth grade. The program operates Monday through Friday from dismissal 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. By 6:15 PM, the Director will contact the Margate City Police Department at 822-1151 and the *New Jersey Division of Child Protection and Permanency (DCP&P)* 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.
4. The Director will remain with the child until 6:15 PM, when the police & NJDCP&P arrive.