

# KIDS' CLUB

2019-2020

Parent Handbook



Kids' Club: (325) 692.6966

Fax #: (325) 692.9688

Registration Fee: \$50/child (non-refundable)

Monthly Dues: \$100/month per child

Taryn Nelson- Director

Paul Lewis- Director

*Visit Our Website: [beltway.org/kidsclub](http://beltway.org/kidsclub)*

 beltway park church



### ***Kids' Club Mission Statement:***

Beltway Kids' Club provides a loving, Christ centered after school environment for Kindergarten-8<sup>th</sup> Grades. We seek to inspire all young people to realize their full potential by teaching them to make mature and responsible decisions in life by utilizing Biblical Truth.

### ***Hours of Operation:***

The hours of operation are from **3:00pm to 6:00pm**. Kids' Club follows the Wylie school calendar. ***We are closed all WISD holidays and bad weather days.*** Kids' Club is open for all Early Release days. Our hours will reflect the change in schedule for these days.

### ***Registration:***

1. Online registration forms, complete with a \$50 registration fee, must be received before attending Kids' Club.
2. Up-to-date shot records are required. No Exemptions will be honored. (Email, fax (325-692-9688 Attention: Kids' Club), or bring a copy on the first day of club.
3. Monthly dues paid prior to the child's first day of care.

**Registration fees are non-refundable.**

### ***Immunization Records***

All children in our Kids' Club ministry will need to have immunizations as ***recommended by the State Health Dept.*** For registration to be complete, please make sure our office has a copy of your child's immunization records. **No Exemptions accepted.**

Below are some steps you can follow to access your immunization records on family access at Wylie and easily print a copy.

### **Family Access account to retrieve a copy of your child's records:**

[http://wyliebulldogs.org/parents/family\\_access](http://wyliebulldogs.org/parents/family_access)

1. Log in to Family Access
2. Click on "Open Family Access"
3. Once in your family screen, in the top left corner make sure you are on the correct child's screen.
4. Click on the "Health Info" tab on the left
5. At the top of the immunizations click on the picture of the printer to print it out (Print in **Landscape** so the record does not get cut off!)



### ***Payment/Billing:***

**Monthly dues of \$100 are to be paid on or before the 5<sup>th</sup> of every month.** Dues may be paid at the Greeter's desk through cash, check, card, or money order. We also offer auto withdraw, or online payments through our Click-to-Pay invoice email.

The primary parent/guardian listed on the registration form is responsible for paying dues on or before the 5<sup>th</sup> of the month.

### ***Electronic Payment Withdrawal:***

If you have completed paperwork for automatic withdrawal or indicated this request on the registration form, it must be completed before the draft is scheduled (5<sup>th</sup> of the month). Kids' Club is not responsible for any late fees or overdraft amounts that occur from the result of an auto withdrawal.

**Payment will be automatically withdrawn on the 5<sup>th</sup> of each month.** (Unless the 5<sup>th</sup> is on a weekend then it will be the corresponding business day)

Forms are located at the Greeters' desk if you would like to take advantage of this option.

### ***Late Payment Fee:***

**A \$10 late fee will be charged to your account if payment is not received by the 5<sup>th</sup> of the month.**

The \$10 fee will reoccur each week that payment is not received. If payment is not received by the 15<sup>th</sup> of the month care will be suspended.

### ***Returned Check Fees:***

A returned check for insufficient funds will be regarded as a non-payment. A **returned check fee of \$25.00** will be added to your account

### ***Past Dues Owed:***

If your family has a remaining balance on your account from either Kids' Club @ the Park or The Summer Club, your child may not be registered/attend until all previous balances are paid. The leadership at Beltway Park Church will not allow us to continue serving families who have outstanding balances.



### ***Late Pick-up Fees & Procedures:***

If a child remains at Kids' Club after 6:00pm, **a late fee of \$5 will be added for every 5 minutes thereafter.** Please do not be late.

### ***Daily Drop-Ins:***

If your child will only be attending a few days during a month or has a friend that would like to visit for the day, we have a daily drop-in rate. **The daily drop-in rate is \$15 a day per child.** This is to be paid the day of the drop in. We must have a registration form filled out by the child's parent/guardian with all parent/child information in order to allow your child to drop-in.

### ***Withdrawal Policy:***

A parent may withdraw a child from the program at any time. You must fill out the form located on our website ([beltway.org/kidsclub](http://beltway.org/kidsclub)). **A verbal or phone notice will not be accepted.** This must be completed before the 5<sup>th</sup> of the month or Dues for your spot for the month must be paid. There are no reimbursements for withdrawals made during the current month.

### ***Noncompliance Withdrawal Policy:***

Please note: If you decide to withdraw from the program without communication and filling out the form mentioned above, you are still responsible for paying for the spot you are holding. We operate based on your commitment to holding your child's spot, not based on attendance. We need proper notice in order to fill the spot you no longer need. We are always willing to try to work with families who communicate. No communication before the beginning of the month will result in the full dues charge on your account. If we receive no communication in return after Kids' Club tries to make contact, the charges on your account will remain and must be paid before future attendance will be permitted. Your spot will also be terminated.

### ***Parent Communication***

We communicate all Kids' Club information regarding, holidays, monthly payments, parenting tools and activities through email. Please check your email periodically for updates!

### ***Personal Belongings and Kids' Club Property:***

Kids' Club is not responsible for lost or stolen items. Toys, games, wallets and any other personal belongings are to be left at home or in backpacks. Club Members are not allowed to use or have out their personal cell phones or smart watches. If you need to reach your child please call our club phone number: 325-692-6966.



### ***Parent/Guardian Check In/Check Out Policy:***

Each child will sign in at our Greeter's Desk. The parent or guardians must pick-up inside at the Greeter's desk. Kids' Club will not send children outside unsupervised for safety reasons. If the greeter does not recognize the pick-up person, a photo I.D. will be required. We do ask that you be prepared to show your I.D. frequently at the beginning of the year, as our staff begins to familiarize themselves with you. We only allow those that you as the parent/guardian have listed on the registration form to pick up your child. This includes emergency contacts and additional contacts. You may add or remove people from your child's pick up list at any time. Legal documentation must be provided to deny/remove a legal parent or guardian from pick up. Our office must be notified of any new unauthorized individuals picking up your child. Older siblings are allowed to pick up younger siblings if they are in high school and are listed as an authorized pick up.

### ***Daily Schedule:***

Listed below is a regular day at Kids' Club:

- Snack Time
- Homework Option
- Gym Time/Playground/Grade Level Activities
- Thursdays- Ministry Time 4:00-5:00

### ***Snacks:***

A snack will be provided each day after school for all children. Please notify Kids' Club of any allergies we need to be aware of.

### ***Homework:***

Kids' Club will provide an opportunity for the children to do their homework for a minimum of 30 minutes each day. While our staff will support the homework process, they are not responsible for the completion or correctness of homework.

### ***Illness and Exclusion Criteria:***

You will be notified if your child is injured, ill or has a fever and will be required to pick up immediately. Please do not send children who are contagious or have had a fever within the last 24 hours.

### ***Severe Allergies/Medical Conditions:***

We want to serve your child to the best of our ability. In order to do this please inform Directors of any severe allergies, special needs/challenges or medical conditions.



### **Medicine:**

If your child will be receiving medication at Kids' Club, a Medicine Authorization form must be filled out by the parent before the child will be given the medication. This form may be picked up and filled out at the Greeter's desk. If the child requires medication during our care, medicine must be in the ORIGINAL container with complete instructions. We are unable to handle medications that require refrigeration.

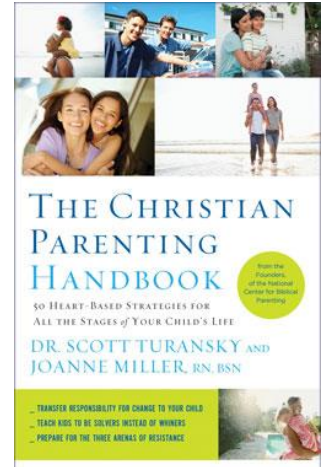
### **Discipline Policy:**

We use a heart-based approach to discipline developed by Dr. Scott Turansky and Joanne Miller, RN, BSN and walk through the following steps below:

1. "What did you do wrong?"
2. "Why was that wrong?"
3. "What could you have done differently?"
4. "Let's go try again! We believe you can do it!"

A great resource for practical heart-based strategies for parents is The Christian Parenting Handbook (pictured).

(We sell this resource for \$15 at the Greeters' Desk.)



### **Ministry:**

Kids' Club is a faith-based program where children participate in biblical teachings, prayer and worship. All lessons taught are relevant to their age level through fun and creative large group times to intimate small group settings.

### **Media/Photo Permission:**

Kids' Club will often take pictures during our programs activities and events. On occasion, we will film or photograph children for the website or promotional material. Your child's picture may be used as stated in the disclaimer unless you have requested otherwise. If you do not want your child's picture to be used for any reason, please notify Directors through email.

### **Abuse and Neglect:**

It is our legal obligation to report any suspected abuse or neglect to the Department of Family & Protective Services or a law enforcement agency.

### **6<sup>th</sup> Grade - 8<sup>th</sup> Grade Wednesday Night Student Ministry Events**

Beltway has an awesome Student Ministry! The Student Ministry events for Middle School students are on Wednesday evenings from 6:00pm-7:15pm in the Beltway South Youth Room. If you would like your child to attend our Student Ministry events, please inform a Director or Greeter. We will allow your child to eat the Wednesday night meal and leave our program to attend the Student Ministry activities. The cost of the meal is \$3.00. It is home-cooked and delicious!



### ***Kids' Club @ the Park Disclaimer:***

Below is a copy of the disclaimer you signed upon registration:

- I understand that Kids' Club is NOT a licensed day care facility and is not regulated by the Texas Department of Family and Protective Services.
- I understand my child/children attending Kids' Club will need to have proof of immunizations as recommended by the State Health Dept.
- I give employees of Kids' Club permission to administer emergency first aid to my child.
- It is agreed that Kids' Club is not responsible for personal property that is lost, stolen, or broken.
- I understand that Kids' Club is a faith-based program where my child may participate in biblical teachings, prayer and worship.
- I understand that in order for my child to attend Kids' Club I must pay any previous balance accrued from either Kids' Club or The Summer Club programs.
- I understand that monthly dues are to be paid on the assigned due dates and cannot be prorated as I am securing my child's spot upon payment. Nonpayment could result in forfeiture of my child's spot.
- I understand that I must submit a Withdrawal Form before the beginning of a session in order to properly withdraw from The Summer Club and avoid further charges.
- I understand that Kids' Club periodically takes pictures of events and could potentially post photos of my child on the Beltway official website, or other online Kids' Club promotions.
- I have read and understand the Parent Handbook located on the Kids' Club website.
- I do further agree and represent that (my child/children being registered) is qualified, in good health, and in proper physical condition to safely use all facilities available located at 4009 Beltway South, Abilene, Tx 79606 and owned by Beltway Park Church sometimes referred to as THE CHURCH.

I release and hold harmless THE CHURCH, its employees and appointed volunteers for any loss or damage to property, physical injury or death (to my child/children being registered.)

I grant THE CHURCH and its employees and appointed volunteers the authority in granting permission for emergency treatment/hospitalization (including anesthesia) if believed necessary for (my child/children being registered) in the event of his or her injury and as result of any activity on THE CHURCH premise.

**Thank you for letting your child  
be a part of our program!**

**We look forward to serving you  
and your family!**

