



SKC! school kids connection

2013-14 Licensed Afterschool Program

Locations and Hours

SKC is held in each school's cafeteria with the exception of Leverett and Washington, which meet in the gym. SKC operates Monday through Friday from 2:45 pm to 6:00 pm.

Registration

Registration must be completed at the Boys & Girls Club business desk prior to your child attending the program. Business desk hours are Monday-Friday 11:00 am to 7:00 pm and Saturday 9:00 am to 1:00 pm.

Daily Activities

Children will participate in daily homework help and be offered a variety of activities each day including: board games, arts and crafts, outside play (weather permitting), card games and recreational activities. A snack will be provided each day.

Fees

All participants must have a membership to the Donald W. Reynolds Boys and Girls Club that will remain active for the duration of the program and pay a yearly SKC registration fee. Student memberships are \$60 per year and the SKC registration fee is \$25 per year.

School Year Rates	Full Time (10 or more days per month)
First Child	\$135/Month
Two Children	\$240/Month
Three Children	\$340/Month
Four Children	\$430/Month
Five Children	\$510/Month

School Rates	Part Time (6-9 days per month)
First Child	\$100/Month
Two Children	\$180/Month
Three Children	\$260/Month
Four Children	\$340/Month
Five Children	\$420/Month

A drop-in rate of \$10 per day is also available for those attending 5 or fewer days per month.

A late pick-up fee of \$1 per minute will be imposed after 6:00 pm. Late fee is due upon parents arrival.

Payments

Tuition payments are due at the beginning of the month your child will be attending. A late fee of \$20 will be applied if payment is received after the 5th of the month.

Payments can be made in person at the Boys & Girls Club business desk, over the phone with a debit/credit card or mailed to the Club. Please mail to Attn: SKC at the address below.

An auto draft option is available and can be set up through the business desk at the time of registration. All auto draft payments are processed on the 6th (or following business day) of each month.

DHS vouchers are accepted.

Contact Information

Keith Sibley-
SKC Coordinator
keith@fayettevillekids.org
Jordan Scott and Brandon Kendrick-
SKC Administrative Assistants
skc@fayettevillekids.org



Business Desk Hours

- Monday - Friday 11am to 7pm
- Saturday 9am to 1pm

Child's Name _____ Age _____ Date of Birth _____

Address _____ Zip _____ Grade _____

School _____ Parents/Guardians _____ Home Phone _____

Mother's/Guardian's Employer _____ Work Hours _____

Work # _____ Mobile # _____ E-Mail _____

Father's/Guardian's Employer _____ Work Hours _____

Work # _____ Mobile # _____ E-Mail _____

Medical Information

State Licensing requires this information

Family Dr. _____ Phone # _____ Address _____

Special Needs/Medications/Allergies _____

Sign-Out Information

I authorize the below mentioned individuals the right to pick up my child from the School Kids Connection Program and so hereby remove all responsibility from SKC after the below mentioned individuals have signed out.

Name	Address & Telephone #	Relationship to Child
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Parent Signature _____ Date _____

Consent for Emergency Medical Care

I _____ (parent/guardian) of _____ (child) do hereby request and give consent to the Donald W. Reynolds Boys and Girls Club, SKC program director, or a duly appointed representative, for my child to receive medical or surgical aid as may be deemed necessary and expedient by a duly licensed physician or surgeon in case of an emergency when the parent/guardian cannot be reached.

_____ Parent/Guardian Signature _____ Witness _____ Date _____

I have received and read a SKC policy manual. _____
Parent/Guardian Signature

Please feel free to supply additional information about your child _____

2012-13 SCHOOL YEAR SCHOOL KIDS CONNECTION POLICY MANUAL

Philosophy

Our philosophy is to accept each child for who they are as an individual and to be aware that factors in their environment help to shape their attitude, behavior, and personality.

We believe that in order to properly care for children we must encourage a mutual trust that will allow us to better know each child. The cornerstone of developing that trust is to treat every child with respect and love. We believe in enhancing a child's self-esteem through positive, caring attention and communication.

Hours of operation

Hours are Monday-Friday 2:45 pm- 6:00pm

Payment policies

Tuition payments are due at the beginning of the month your child will be attending. A late fee of \$20 will be applied if payment is received after the 5th of the month.

An auto draft option is available and can be set up through the business desk at the time of registration. All auto draft payments are processed on the 6th (or following business day) of each month.

Refund policy

Membership fees are non-refundable. Insurance and registration fees are only refundable if child **has not** attended SKC.

Returned check policy

All returned checks are sent from our bank directly to CheckAlert USA for collection. **We do not collect any funds for insufficient checks at the Club or SKC sites.**

The contact information for CheckAlert is as follows:

Mailing address	CheckAlert USA P. O. Box 95070 North Little Rock, AR 72190
Street address	CheckAlert USA 5601 JFK Blvd., Ste. 103 North Little Rock, AR 72116
Telephone	Mon-Fri 8:30 am – 5:00 pm 501-227-5141

Sickness

Children with a contagious sickness will not be allowed to attend School Kids Connection until they are well. Children suffering from vomiting or fever should not attend within 24 hours of their last episode of vomiting or fever. Children who develop a fever or illness during the day will need to be taken home, for the health and safety of all the children who attend SKC.

Children with head lice will need to be picked up immediately. They will not be able to attend until they have been treated with nix or other head lice shampoo.

Medicine

Donald W. Reynolds Boys & Girls School Kids Connection will not be responsible for any medication, or the administration of medication.

Snack

Snacks will be served in the afternoon. We will offer a substitute if a child has a food allergy or has special needs.

Holiday closings

School Kids Connection will be close whenever Fayetteville public schools are closed.

Snow days and bad weather closings

SKC follows the same schedule as the Fayetteville public schools concerning snow dismissals. If school is dismissed due to ice or snow, we will be closed also. Please watch local television to announce school closings.

If school is dismissed during the day for snow or ice:

- All SKC sites will be closed

(Including the Donald W. Reynolds Boys & Girls Club)

-no transportation will be provided due to the nature of handling vans and buses on slick roads

Discipline policy

School Kids Connection uses the following discipline methods:

1. Time-out is used if needed. The first time-out will be one minute for each year of age of the child involved. If excessive time-outs are required (3 or more per day), the parent will be notified. Documentation of the time-outs will be recorded. One copy of the documentation will be given to the parent and another copy of it will be retained in the child's records.
2. Excessive behavior problems and discipline will result in the child being suspended or removed from SKC.

We stress to our children that time-out is not punishment. It is simply a time for them to sit out and regain self-control.

We also use a "time-in" method for minor offenses or if we feel a child needs a break from an activity or situation. Time-in involves redirecting a child to another area or activity as to avoid behavior problems.

We feel this method is highly effective in teaching children to monitor some of their own feelings and behavior.

We believe in open communication with parents involving their child's behavior. Because we feel that a child needs consistency at home, school, and SKC, we will always strive to make you aware of any problems as soon as possible so we can work these out together.

Sign-in/out information

Parents or guardians must sign in and sign out on the sign-in/out form daily to check their child in/out for the day. Only those names submitted on the application are authorized to pick up a child unless prior permission is given to us by the parent or guardian.

Parents or guardians must provide in advance a written documentation for adding additional person(s) to a child's pick-up list. (Example: a letter mailed or emailed from parent)

If an unauthorized person attempts to pick up your child, the staff will contact you by telephone if possible. If a staff person cannot reach you then the child will remain at SKC until an authorized person comes to pick them up.

****For the children's protection, we will require a photo id of anyone the staff does not recognize. Please be aware of this when you send someone else to pick up your child****

Please provide updated information for anything that changes over the school year (example: work phone #, pick up information etc.) It is very important that our staff have current information on each child.

A late fee of \$1.00 per minute is required for every minute past the pick-up time of 6:00pm.

If a parent/guardian is continually late for pick up we are mandated to report to the proper authorities (example: police, DHS)

Absences

If a child fails to arrive at the appointed SKC room immediately after school dismisses, and we have not been notified by the parent or guardian, that the child will be absent, then SKC will assume no liability or responsibility for that child. Our policy is that we accept responsibility for children enrolled in our program when they are in our custody. Our custody includes the Donald w. Reynolds boys & girls club, boys & girls club vans or buses, and SKC school sites.

It is not necessary to call if your child will be absent for the day. There will be no refunds for absences.

Accidents or injury

In case of an accident or injury that requires medical attention we will need you to provide the following to file a claim:

- Itemized bills from doctor, dentist, hospital, etc.
- Signed insurance form provided by SKC/Donald W. Reynolds Boys & Girls Club.

Mandatory reporting of child abuse and neglect

As a licensed child care center our first concern is the wellbeing of the children we care for. We are obligated to report suspected child abuse or neglect. For that reason we will cooperate with our state licensing agent in any investigation.

During state investigations or during our licensing period, informal interviews or routine questions may be asked of the children by our licensing agent. Some examples of these questions may be, “What did you have for a snack today?” “Have you played outside today?” Or “What happens when you get in trouble here?”

We welcome and encourage an open door policy with our regulatory agencies and parents as well, to ensure that we are meeting the needs of the children we serve.

We want to provide the best care possible for your child. In an effort to do this, we ask that you notify us of significant changes or traumas in your child’s life. This enables us to help children on an individual basis and to avoid negative behaviors that may occur as the result of a child going through difficulty.

We hope your child enjoys School Kids Connection. Please feel free to ask any questions of me or my staff. We want to work with you to make your child’s time here pleasant and productive. Have a great school year!

Sincerely,
Keith Sibley- SKC Coordinator



**AUTOMATIC PAYMENTS AUTHORIZATION AGREEMENT
Debit/Credit Card**

Please mark all of the following that apply:

- Adult Membership** **Family Membership** **Youth Membership** **School Kids Connection (SKC)**

I _____, hereby authorize the Donald W. Reynolds Boys & Girls Club, hereinafter called COMPANY, to initiate debit entries and to initiate, if necessary, credit entries and adjustments for any debit entries in error to my (our) account indicated below and the financial institution named below, hereinafter called FINANCIAL INSTITUTION, to credit and/or debit the same to such account.

This authority is to remain in full force and effect for at least twelve (12) months and until COMPANY has received written notification from me (or either of us) of its termination in such time and manner as to afford COMPANY and FINANCIAL INSTITUTION a reasonable opportunity to act on it.

Name on Card (Please Print)

Name on Membership

Card Number

_____/_____
Card Type Exp. Date

Signature

_____/_____/_____
Date

Note: The monthly amount will be drafted on the 5th (or the closest following business day) of each month.

SKC PARTICIPANTS ONLY

Name(s) of Child(ren) Attending _____

SKC School Site Name _____ Full Time Part Time

Months to Auto Debit (Please check all that apply)

- January February March April May June July
 September October November December

****A COPY OF THE CREDIT CARD MUST BE ATTACHED TO THIS FORM****

Received by (Office Use Only): _____