

# **ST. ISIDORE SCHOOL EXTENDED CARE PROGRAM HANDBOOK**

KIDS KONNECTION  
2007-2008

Mrs. Jean Schroeder

Principal

Mrs. Carol Bevilacqua

Director

**Please sign and return this form to school by September 28th, 2007.**

We have received and read the Kids Konnection Handbook and agree to uphold and support the procedures and regulations of the community of St. Isidore School.

Student(s) Signature:

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Parent(s)/Guardian(s) Signature:

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Date:

## **PREFACE**

Kids Konnection is a before and after school extended care program for students enrolled at St. Isidore School. Students engage in academic and recreational pursuits in a safe and nurturing environment with adult supervision until they can be picked up by a parent or authorized adult. Kids Konnection is part of the total school program. It is therefore under the supervision of the school Principal. The Director of the program reports to the Principal. The Kids Konnection Handbook is an addendum to the St. Isidore School Family Handbook. All that is stated in the SIS Family Handbook also applies to Kids Konnection.

## **GENERAL INFORMATION**

### **Behavioral Expectations**

Please refer to the SIS Family Handbook.

### **Billing**

Kids Konnection is on a monthly post billing system for registered/non-contracted families and drop-in only families. The parent/guardian is billed on a monthly basis for time used. The monthly invoice will be in your family envelope the first Wednesday of the following month. The payment is due on the 20<sup>th</sup> of that month and a \$10.00 late fee will be assessed at the end of the month if the account is not paid.

Families also have the option of becoming contracted once registered. This enables a family to pre-pay before the 24<sup>th</sup> of the previous month and secure a lower rate by filling out a contract calendar. Please see the Fees section for further detail.

### **Check-In Procedure**

A clip-board with a sign-in sheet listing each student's name can be found inside the main room near the front door at Kids Konnection. The Kids Konnection staff will sign children in upon arrival if the parent/guardian is not available (i.e.-after school); otherwise, the

parent/guardian should sign the children in. Please use the exact time on the clock provided, as the times will be rounded (up or down) during the billing process.

### **Check-out Procedure**

Upon the student leaving Kids Konnection, parents/guardians must sign the sign-in sheet and note the exact time of check-out according to the clock provided. The times will be rounded during the billing process. *Students in grades 6<sup>th</sup>-8<sup>th</sup> may sign themselves out ONLY WITH THE VERBAL OKAY OF THE DIRECTOR or PROGRAM LEADER once said staff person is sure that the appropriate authorized adult has parked in the Kids Konnection parking lot.* Only a parent/guardian or other pre-authorized adult can take the child out of Kids Konnection. Written notice is required if a person other than those currently pre-authorized is to pick the child up from Kids Konnection, and identification will be required.

Once your student has left the SIS campus at the end of the day, they are not eligible to be checked into Kids Konnection.

### **Communication**

Phone calls are taken during operating hours by calling (925) 820-7753. Sometimes, however, we may be busy with the children and be unable to get to the phone in time. Please leave a message, or call back immediately if it is urgent. After hours, a message can be recorded using the same number. Monthly updates will be sent home in the family envelope or be made available on the Kids Konnection website.

### **Enrichment Activities**

Students enrolled in Kids Konnection are offered a variety of activities—crafts, movies, board games, seasonal activities, reading, imaginative play, basketball and other recreational outdoor games. Special after-school classes—such as Critters n’ Clay and drama—are provided by independent contractors and are offered for additional fees. At 4:00pm daily, students will begin homework with assistance from staff. Additionally, Kindergarten students staying with Kids Konnection during school hours will engage in enrichment activities based on the

Kindergarten curriculum.

### **Enrollment Eligibility**

Any child who is currently enrolled in the school is eligible for Kids Konnection.

### **Full Day Kindergarten Care**

Kindergarteners enrolled at St. Isidore may attend Kids Konnection between the hours of 8:00-11:30am and 11:30-3:00pm *on a registered-contracted basis only*. In order to be eligible to stay during this period, kindergarteners are required to be contracted. Further information regarding contracts can be found under the Fees section. *Kids Konnection will not be accepting drop-ins between the hours of 7:45am and 3:00pm.*

### **Facilities**

Kids Konnection is a beautifully refurbished home that is shared with the parish for their daycare needs and weekend meetings. The facility is handicapped accessible and secured. Outdoors is a fenced area with grass, a play structure, picnic tables, a garden and a basketball court. Indoors includes a full kitchen, restrooms, great room for board games and puzzles, and a classroom/study hall annex.

### **Fees**

There are three options for families who use Kids Konnection. The hourly fees vary with each option, from \$5.90, \$7.00, or \$9.00 per hour per child.

First, families who do not intend to use Kids Konnection except for emergencies or sporadic use do not have to register and pay the material & supplies fee. The hourly rate for this *drop-in only rate is \$9.00 per hour per child*. This allows families to save money if they only plan to use Kids Konnection a handful of times (or less) throughout the year.

Second, the hourly fee for *registered-non-contracted children is \$7.00 per hour per child*. This option is best for families who use Kids Konnection frequently but not on a full-time basis (less than five hours per week per child). This option requires that families pay the materials & supplies fee

of \$40 per child.

Third, for the registered families that use Kids Konnection regularly, they qualify to have their rate dropped by about 15% from the registered-non-contracted rate. For families who average at least five hours per week per child over the month, the *registered-contracted rate is \$5.90 per hour per child*. This option requires that families pay the materials & supplies fee of \$40 per child; that they fill out the contract calendar; and that *they return the contract calendar complete with pre-payment to Kids Konnection no later than the 24<sup>th</sup> of the previous month*. Families with kindergarteners who plan to use Kids Konnection between the hours of 8:00-11:30am and 11:30-3:00pm *must* use this option, as kindergarten students must be contracted to attend during these hours. If a contracted child goes over their contracted time, the family will be post-billed at the standard registered rate. If you wish to become contracted, please contact the Kids Konnection office to get a contract calendar. You may at anytime throughout the year choose to begin or end contracting.

The first 5 minutes of every half hour are gratis. After that, a full half hour will be charged. The only exception is after school dismissal whereby the clock starts at 3:00pm for a full day or 12:30pm for a half day regardless of the check-in-in time. On regular school days, we pick up students at 2:45pm by the school front gate, but by the time we walk to Kids Konnection and take roll, we check in at 3:10pm. On minimum days, we pick up students at 12:15pm, but for ease of billing we will not begin the “clock” until 12:30pm. The only exceptions to this are band and safety patrol.

Kids Konnection closes promptly at 6:00pm. A fee of \$20.00 per child will be assessed for every quarter hour or fraction thereof after 6:00pm, beginning at 6:01pm.

Each family will be allotted one free late carpool pickup per trimester. All children in the carpool will be able to stay at Kids Konnection from the time carpool ends (approximately 3:15) until 4:00pm free of charge.

## **Registration**

The annual materials and supply fee is \$40.00 per child. A separate

information form must be filled out for Kids Konnection upon registration, including basic information such as parental contact information, other adults authorized to pick up the child, and any additional information that Kids Konnection staff should be made aware of. Information forms are available at packet pickup day, the school front desk, and the Kids Konnection website.

### **Hours of Operation**

Kids Konnection can only be offered on days school is in session. Kids Konnection daily hours of operation are 7:00-11:30am and 11:30-6:00pm. (As noted previously, drop-in and registered-non-contracted options are only available between the hours of 7:00-7:45am and 3:00-6:00pm.) On minimum days, Kids Konnection is available except for the minimum days that commence Christmas vacation, Easter vacation, and summer vacation.

### **Location**

Kids Konnection is located directly across the street from the school office. The address is 432 La Gonda Way, Danville, CA 94526.

### **Lunch**

Kindergartners need to bring lunch daily. On minimum days, all students need to bring lunch. Please follow the approved list. This is a peanut-free zone.

### **Drop-In Notification**

Your child's homeroom teacher should always be notified of plans to have your child go to Kids Konnection on a regular basis or as needed. There is no need to call Kids Konnection directly as we are staffed to accommodate your extended care needs. Again, drop-in is not available to Kindergartners between the hours of 7:45am and 3:00pm.

### **Schedule**

7:00	Kids Konnection opens
7:00 - 7:35	Before school free play/homework time with breakfast upon

request for a fee of \$1.50

7:40	Students are walked across the street to Kindergarten and morning assembly
8:00-10:40	PM Kindergarten enrichment program and free play (contracted students only)
10:40-11:15	Lunch time for PM Kindergartners (meal not included—please send a lunch daily)
11:20	PM Kindergartners are walked to class
11:30	AM Kindergartners are picked up from class (contracted students only)
11:35-12:10	AM Kindergarten lunch time and outside play (meal not provided—please send a lunch daily)
12:15-2:45	AM Kindergarten enrichment program and free play (contracted students only)
2:45 - 3:00	Pick up PM Kindergarten from Rooms 120/121 and meet grades 1-8 students at Room 113 (near flag pole)
3:00	Leave for Kids Konnection.
3:15	Students are checked in and free play begins
3:30	Snack is served
4:00 - 4:30	Homework or reading time
4:30 - 5:45	A la Carte afternoons (arts & crafts, board games, outdoor activities, or special programs) or continue homework.
5:45 - 6:00	Clean up
6:00	Kids Konnection closes

### **Service Hours**

Students in grades 5-8 can earn service hours by contacting the Directors of Kids Konnection.

### **Staff/Student Ratio**

Kids Konnection follows the State of California Guidelines for Child Care Facilities, which is a 1:14 adult-child ratio.

### **Snacks**

Breakfast is offered before school for Kids Konnection students for a fee of \$1.50. After school snacks of nutritional value are offered daily at 3:30pm.