

# ST. ISIDORE SCHOOL EXTENDED CARE PROGRAM HANDBOOK



## KIDS KONNECTION 2018-2019

Father Gerald Moran  
Mrs. Maria Ward  
Mrs. Carol Bevilacqua

Pastor  
Principal  
Director



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:

---

---

---

---

Parent(s)/Guardian(s) Signature:

---

---

Date: \_\_\_\_\_

**Please sign and return this form to school by September 5, 2018.**

## **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 a parent can pick them up or an authorized adult. Kids Konnection is part of the total school program. It is therefore under the supervision of the school Principal. The Extended Care 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.

### **KIDS KONNECTION STAFF**

Mrs. Carol Bevilacqua and one assistant.

### **GENERAL INFORMATION**

#### **Behavioral Expectations**

Please refer to the SIS Family Handbook.

#### **Billing**

Kids Konnection is on the **“FACTS” PROGRAM.**  
**Please see the Fees section for further detail.**

#### **Check-In Procedure**

A sign-in sheet will be found inside the main room near the front door at Kids Konnection. If a parent is not available, one of the Kids Konnection staff will do it for you.

#### **Check-out Procedure**

Upon the student leaving Kids Konnection, parents/guardians must sign out and initial next to the signed out time. The times will be calculated for you. 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) 837-2977. 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— Sarah’s Science, drama, Black Dragon Chess Workshops—are provided by independent contractors and are offered for additional fees.

### **Enrollment Eligibility**

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

### **Full Day Care**

Transitional Kindergarteners enrolled at St. Isidore may attend Kids Konnection between the hours of 7:00-7:40 and 2:50-6:00pm. Further information can be found under the Fees section.

### **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. The outdoor area is a

fenced area with a field for outdoor sports, two play structures, picnic tables, and a basketball court. The indoor area includes a full kitchen, restrooms, great room for board games and puzzles, ipads (only grades 4-8) are available for school assignments and homework, and a classroom/study hall annex.

**Fees:**

**Registration is \$50.00 per child and will be billed through the FACTS Program. Registration Forms are available on the school's website. Our rate for registered children is \$8.00 per hour, per child. Our non-registered, drop in rate will be \$10.00 per child.**

**Kids Konnection** will be using the same type of payment plan as is used for your school tuition. It is the **“FACTS”** Program. Your hours will be calculated and the amount will be debited from your account. You will be *notified of the total amount drawn* through *email approximately a week* before the due date. Our due date will be the **10<sup>th</sup> of each month. September 10th will be the first payment, and June 10th will be the last payment for the school year.**

On regular school days, we pick up students at 2:45 pm in Room 114 and check them in, and walk to Kids Konnection. On minimum days, we pick up students at 12:00 pm, and walk to Kids Konnection. On regular dismissal days, we clock the children in at 3:00 pm; 12:00 on early dismissal days. The **first five** minutes of each half hour **is gratis**. If your **arrival** is anytime **after** the first five minutes, you will be charged for **the full half an hour**.

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 3:10) until 4:00pm free of charge.

## **Registration**

The annual materials and supply fee is \$50.00 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/Registration forms are available **ONLINE ONLY**. Please **return** your Registration Form to Kids Konnection or the school office. Your **“FACTS”** account will be billed the registration fee of **\$50.00**.

## **Hours of Operation**

Kids Konnection can only be offered on days school is in session. Kids Konnection daily hours of operation are 7:00-7:40am and 2:50-6:00pm. On minimum days, Kids Konnection is available except for the minimum days that commence Christmas vacation and summer vacation. We will also be closed after our annual Halloween Parade. We are also open on Goal Setting Conference days.

## **Location**

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

## **Lunch**

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.

## **Schedule**

7:00	Kids Konnection opens
7:00 - 7:30	Before school, free play/homework time
7:35	Students are walked across the street. Kindergartners are walked to their classrooms.
2:45	Meet in Room 114 to check in children in grades K-8
2:55-3:15	Leave for Kids Konnection
3:15	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 Director 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.