

# Kids' Club Policies

Kids' Club follows the same policies as Saint Joseph School. This helps alleviate any confusion for families. Please see the Family Handbook for more details. Below are the listed additional policies specific to Kids Club.

## Kids' Club Hours of operation

- Regular School Day: 3:00pm - 6:00pm
- Half Day: 12:00pm - 6:00pm
- Summer: 7:30am-5:30pm

## Fees/ Late Charges

- The cost per family on a regular school day is \$11 for one child, \$20 for two children, and \$24 for three or more children of the same family. The fee must be paid by the Friday of attendance or an outstanding balance will be charged (see below).
- The cost per family on a half school day is \$22 for one child, \$14 for each additional child of the same family. The fee must be paid by the Friday of attendance or an outstanding balance will be charged (see below).
- If a child is not picked up by 6:00pm a late fee of \$1 per minute will be applied. This fee is due at the time of the late pick-up. It can be sent to Ms. Kimmy via venmo or cash/check to the staff member staying past 6:00 pm.
- Outstanding balances, if not paid by the due date, will accumulate a fee of \$10 per week.

## Inclement Weather/Emergency School Closures

- If the school closes due to inclement weather, Kids' Club **will not** be available. We follow the same guidelines as the school. **Parents are responsible to pick up their child/children from school in this circumstance.**
- If inclement weather occurs during operating hours we ask that parents pick up their children as soon as possible. We ask this out of respect for the staff that work Kids' Club and also have to be able to arrive home safely.



## **Emergency Medication**

- We encourage parents of children with a life threatening allergy to keep an Epi pen at Kids' Club.
- If a child has asthma exacerbation and needs an inhaler while at Kids' Club, please coordinate with myself and Nurse Tara.
- Kids' Club does not stock emergency medication for use on children with no known history of an allergy or asthma.

## **Illness**

- If a child meets the criteria for exclusion at school, they **cannot** attend Kids' Club.
- If a child becomes ill at Kids' Club, a parent has one hour from the time of notification to pick up the child.

## **Toileting accidents**

- We understand that toileting accidents happen, especially in the beginning of the school year. Ideally, a child will be able to independently attend to his/her personal hygiene needs. However, sometimes a child may need a little help. A staff member will assist a child with their personal hygiene if needed.

## **Snacks/ Half Day lunch**

- A snack is provided daily on school days. This is included in the already paid fee.
- On half days, an optional lunch will be served for an additional fee. The fee may vary in accordance with what is being served - I will always include the fee in my email regarding half days. Parents must notify me by 10am the morning of a half day to ensure that enough food will be ordered.
- Students may bring an individual snack of only non-perishable food if you choose to do so. Students must show their snack to a Kids' Club staff member for approval prior to opening and eating due to allergies. Perishable food (such as cheese or meat) is not allowed to be eaten or stored (including in their lunchbox), due to the possibility of foodborne illnesses. No products containing nuts or peanuts are permitted due to severe allergies. (*The children eat and play in the same area, cross contamination is a possibility*).

*\*Kids' Club is an independently operated service. It is not run by St. Joseph School or Parish. Please contact Kim Kuenz @ [kkuenz@stjosephimperial.org](mailto:kkuenz@stjosephimperial.org) with any questions or concerns.*

**Kim Kuenz**

**Kids' Club Owner and Operator**

**[kkuenz@stjosephimperial.org](mailto:kkuenz@stjosephimperial.org)**

**Please sign and return this form to Kim Kuenz.  
It must be signed by both parents.**

I have read and agree to follow the Kids' Club policies as stated above.

Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Name of Children \_\_\_\_\_