

# KIDS' COVE HANDBOOK

## PROGRAM ORIGIN

The Kids' Cove Program is a non-profit, self-supporting program which is operated by the Atlantis Charter School. The program was developed as a result of school community awareness of the need to provide safe, supervised care, academic enrichment and recreation for children of working parents. Only children enrolled at Atlantis are eligible to participate.

## PROGRAM PHILOSOPHY

Kids' Cove provides a safe and well supervised environment which is both educationally enriching and fun. The program offers a general schedule and plan for each day which allows for large and small group activities, as well as individual time for each child's social and educational needs. Furthermore, Kids' Cove aims to provide opportunities for the children to clarify their values, appreciate diversity, and have fun.

## KIDS' COVE CHILD CARE PHILOSOPHY

The Kids' Cove Program at the Atlantis Charter School highlights the values of PBIS (Positive Behavioral Interventions and Support). Under PBIS, such values as Respect, Responsibility, and Safety are underscored. These character traits are meant to build a positive community within Kids' Cove that in turn leads to social and academic success.

## NON-DISCRIMINATION OF SERVICES

The Kids' Cove Program services all families regardless of race, religion, cultural heritage, national origin, sexual orientation, political belief, disability or marital status. Parents/guardians of special needs students or disabled child should contact the Child Care director prior to registration to make any necessary special arrangements. It may be necessary to temporarily or permanently exclude students from the program due to unacceptable behaviors.

## HOURS OF OPERATION

On school days, the Kids' Cove hours of operation are:

**K-6 Students:** 6:30 AM to 7:35 AM  
2:50 PM to 5:45 PM

**7 & 8 Students:** 6:30 AM to 7:15 AM  
2:30 PM to 5:45 PM

## **ACTIVITIES**

Kids' Cove activities are designed for children in grades K – 8. These activities include: arts and crafts, a physical activity period, supervised computer time, board games and homework help. While homework is not mandatory, it is strongly encouraged. Kids' Cove understands that some parents/guardians reserve the right to personally supervise their child's homework time.

## **LOST AND FOUND**

Lost and found is located at the entrance to the Dining Hall. Please see a Kids' Cove staff member to be escorted to the designated area. Any items in lost and found will be held for two weeks and will then be give to charity. To assist in finding lost items be sure to label everything with your child's name. Kids' Cove is not responsible for lost or stolen items.

## **SCHOOL CANCELLATIONS**

When the Atlantis Charter School is cancelled because of severe weather or any other emergency situation, Kids' Cove will also be **CLOSED**. Parents will not be charged when school is cancelled.

## **PAYMENTS (per day)**

### **Morning Session**

**\$5.00**

### **Afternoon Session**

**\$10.00**

### **Both Sessions**

**\$15.00**

**Payment must be made in advance the week before the child is to receive services.** The complete balance for each week of child care is due one week before it begins. Under emergency situations **only**, Drop-in-Center payments are allowed on a daily basis. Please see the Kids' Cove Coordinator for more information.

- Payments may be made with cash, checks or money order
- Refunds, up to a maximum of 5 days per year, will be made only with a physician's note when the child is absent from school. No other refunds will be made.
- There will be a \$20.00 fee for checks returned due to insufficient funds.
- Failure to follow payment procedure may lead to termination from the program.

## **PAYMENT METHODS**

The Kids' Cove Program accepts cash, checks, and money orders. Please make checks and money orders out to "Atlantis Charter School." Third party funding sources are also accepted. These sources include: PACE Child Care Works, The Department of Children and Families, and the May Institute.

## **LATE PICK-UPS**

**There is a \$5.00 additional fee for any portion of each 15 minutes after 5:45**

Child picked-up between 5:45 and 6:00 PM ..... \$5.00

Child picked-up between 6:00 and 6:15 PM ..... \$10.00

After 6:00 PM, and upon extensive attempts to contact parents/guardian and other responsible adults, if a child has not been picked-up, The Fall River Police Department will be called to pick-up the child.

## **HEALTH POLICIES**

**For the safety of your child and that of others the following policies be followed:**

- If a child does not attend school, he/she may **not** participate in Kids' Cove for that day.
- If a child arrives at Kids' Cove not feeling well, the child will be sent to the Site Coordinator for evaluation and the parent or emergency contact may be called to pick-up the child immediately.
- A child shall be sent home if he/she has any communicable disease, lice, fever or diarrhea.
- A child sent home due to the reasons listed above must return to Kids' Cove with a health permit or Permission to Return Form from the School Nurse.
- A complete medical form and certification of immunization must be turned in at the time of the registration.

## **HEALTH PERMIT**

The Atlantis Charter School Health Office must have received a health permit issued by a physician for any child to re-enter the program when:

- A child was absent from school for more than five days.
- A child suffers from such communicable diseases such impetigo, measles, mumps, lice, etc.

## **INJURIES**

If a child is injured, Kids' Cove staff will take whatever steps are needed to obtain emergency medical care. These steps may include but are not limited to:

- First Aid and CPR, if appropriate, will be administered by certified personnel.
- If injury is serious, medical assistance/ambulance will be summoned.
- Parent/Guardian will be notified.
- Health forms and other pertinent information will be obtained from the child's file.

## **HEALTHY SNACKS**

Eating a healthy lunch and snack is important to the physical, mental, and social development of your child. Kids' Cove will provide your child a snack every afternoon that will usually consist of juice, bananas and apples. Your child may also bring their own snack into the program as well; however, please be mindful of peanut allergies when choosing this option. Snacks are served between **2:50 - 3:00 PM (K-6 Students)** and **2:30 – 2:40 PM (& 8 Students)**. Kids' Cove attempts to make snacks both healthy and appealing for the children, If you child has any dietary restriction, be sure to indicate the on the medical form and notify the Kids' Cove Coordinator.

## **END-OF-DAY STUDENT RELEASE PROCEDURE**

Kids' Cove has a student release procedure at the end of the day which provides safety and security for your child. Please follow the procedures listed below:

- At the time of release, the authorized person must sign their name and show **proper picture ID**.
- Only individuals who are listed by parents on the registration forms (with proper pictured identification) will be allowed to release a child from Kids' Cove.
- Please be patient to insure the safe release of each child.

## **PERSONAL PROPERTY**

As is the policy at ACS, children are strongly discouraged from bringing items in from home. It has been our experience that valuables get lost, stolen, misplaced, or broken. Kids' Cove does not take responsibility for lost, stolen, misplaced, or broken items. Should a staff member confiscate an item, for whatever reason, the item will only be given back to the parent/guardian upon dismissal. Use of cell phones is not permitted by students while attending the program. Confiscated cell phones will be held until the parent/guardian arrives at dismissal. Repeated violators may be **terminated** from the Kids' Cove Program.

## **SUSPECTED ABUSE**

As mandated by state law, the staff will inform the Kids' Cove Coordinator immediately if negligence and/or child abuse of any kind is suspected. The Kids' Cove Coordinator will notify administration, who will notify the Department of Social Services immediately.

## **BEHAVIOR MANAGEMENT**

Kids' Cove reserves the right to terminate a child from the program due to egregiously inappropriate or dangerous behavior at any time. This decision to remove a child from the program will supersede the behavior management consequences as listed below should administration deem it necessary for the safety of the Kids' Cove Program. We will make every effort to address a child's behavior before reaching the point of termination. We feel that the initial step to behavior management begins with clear communication. If there is information about your child that will help Kids' Cove staff better understand his/her behavior, then please let the Kids' Cove Coordinator know.

The Kids' Cove Program strives to create age appropriate activities and a safe environment that will foster safe exploration, fun, and personal growth. If a child exhibits inappropriate behaviors, staff will redirect the child and engage him/her in another activity. If the child still needs assistance in gaining control, he/she will be separated from the environment by staff and that child will be asked to "take-a-break". If the child continues to have difficulty, he/she will be brought to the Kids' Cove Coordinator, or other administrative staff, and the situation will be assessed.

After the assessment is completed, the Kids' Cove Coordinator may choose to complete an Incident Report. Incident Reports are intended to serve as documentation of students' behavior difficulties and as notification to the parents of these behavior problems. All Incident Reports will be reviewed by the parent and Kids' Cove staff at check-out. One copy of the incident report will be given to the parent and one copy will be placed in the child's file and dated on the Behavior Log.

Consequences for receiving incident reports are as follows:

- On the 2<sup>nd</sup> Incident Report** ----- 1 day Suspension from Kids' Cove (no refund)
- On the 3<sup>rd</sup> Incident Report** ----- 5 day Suspension from Kids' Cove (no refund)
- On the 4<sup>th</sup> Incident Report** ----- Termination from Kids' Cove (no refund)

## **TEMPORARY REMOVAL FROM PROGRAM**

Temporary Removal will result as a consequence of receiving a specified number of Incident Reports. However, a student may be immediately removed from Kids' Cove if he/he engages in behavior that brings harm to himself/herself, another child, or staff person, or if it results in destruction of Kids' Cove property.

## **TERMINATION FROM PROGRAM**

Termination may occur as the result of **any** of the following:

1. A child receives an Incident Report after having been removed from Kids' Cove for 5 days.
2. A child's behavior causes physical harm or injury to himself/herself, another child, or staff member.
3. A child causes serious damage to Kids' Cove property.
4. Payment for child care is more than one (1) week behind and special arrangements have not been made with the Kids' Cove Coordinator.

Please note, the Atlantis Charter School Kids' Cove Program reserves the right to terminate any student at any time should administration deem it necessary to exclude that student for reasons of safety or severe non-compliance of rules or regulations.

## **GRIEVANCES**

Children are encourage to share any problem with the Kids' Cove staff. If the child does not feel as though the issue was resolved satisfactorily, then a meeting will be set up with the student, Kids' Cove Instructor and Kids' Cove Coordinator.

If the parent/guardian does not feel as though the issue is resolved with the Kids' Cove Coordinator, he/she may appeal the decision in writing to the Family Learning Center Director within 5 days of the incident. The Family Learning Center Director shall respond to the appeal within three working days. Decisions by the Family Learning Center Director shall be deemed final.

## **UNUSUAL OR OBSESSIVE BEHAVIOR**

If a child display unusual or obsessive behavior, it must be reported to the Kids' Cove Coordinator. The assigned group leader and Kids' Cove Coordinator will then observe and document the child's behavior for a specific period of time depending on the suspected problem. If the behavior continues, a referral will be made to one of the following:

- Atlantis Charter School Adjustment Counselor
- Parent for meeting with appropriate staff
- Department of Social Services

A plan of action will be implemented to help resolve the problem. Within two weeks, the Kids' Cove Coordinator will follow up on the child's progress with subsequent meeting as necessary.

## **PARENT INVOLVEMENT**

Kids' Cove staff likes to work as a team with you and your child. This will enable us to provide the best environment for the child's growth and development. Take every opportunity to talk about your child to the Kids' Cove staff. Ask your child about the program every day. It is vital that you inform us of changes happening in your family such as moving, hospitalization of a sibling, or parent, or alterations in the parent's relationship. Changes influence the way in which your child relates to others. Staff members can better provide for a child's needs if they are aware of the situation. Please keep us informed of such problems so that we can be sensitive to your child's needs. If homework time or special tutoring is needed, let us discuss how we can assist.

## **PARENT CONFERENCES**

The exchange of information between parents and staff is important and always welcome. This format may be formal or informal depending on the issue. A formal conference may be arranged by a parent with the Kids' Cove Coordinator at a time that is convenient for both parties. The parent of the student may request the staff member directly responsible for the child involved to be in attendance at the meeting. Staff may also request a meeting with the Kids' Cove Coordinator concerning a child and, when necessary, a conference will be arranged with the parent/guardian. A summary of the conference will be put in the child's file. All parents/guardian shall, upon request, have access to their child's file at any time. If a child has received two Incident Reports, a meeting will be scheduled with the Kids' Cove Coordinator, parent, and other appropriate staff to create a behavior modification plan.

## **STUDENT RECORD POLICIES – CONFIDENTIALTY**

All information contained in your child's records is privileged and confidential and cannot be released without your written consent. You are required to sign a release of information form in order that Kids' Cove staff and Atlantis Charter School staff may exchange necessary information about your child.

A parent has the right to add information to his/her child's record at any time by making the information available to the Site Supervisor. They also have the right to request deletion or amendment of materials contained in the record in accordance with the following procedures:

1. Request a conference with the Kids' Cove Coordinator to make objections known.
2. A written decision and the reason for that decision will be sent to the parent within one week after the conference. The record will be changed immediately if that is the decision reached.

### **A – MAINTANCE OF RECORDS**

1. Any changes and/or additions to a child's record must be dated and signed by the person making the entry.
2. All records are the property of Kids' Cove and the Atlantis Charter School.

### **B – ACCESSIBILITY**

1. Individual student files are confidential and are maintained as such.
2. Parents shall have access to their child's records at any time, upon advance written request.