



For Grades 1<sup>st</sup> thru 8<sup>th</sup>

August 13, 2015

**Thank you for considering KidSuccess, Inc after school program. We are a non-profit organization devoted to helping children in grades 1<sup>st</sup>-8<sup>th</sup>.**

The following pages contain our Policies and Procedures. It is very important to read, understand and follow this information. Please contact us if you have any questions or concerns.

You may call the church (205) 467-7866 or Kidsuccess (205)405-2557.

You can email us at [director@kidsuccess.org](mailto:director@kidsuccess.org)

**You will also need these forms:**

If not enclosed, you may download them from:

<http://springvilleumc.com/ministry/kidsuccess.html>

1. Application For Enrollment
2. Medical Release Statement
3. School Release form

Attach a copy of your parent or legal guardian's insurance card.

If any information changes during the year, please notify us.

The KidSuccess Team will review your completed packet and notify you as soon as possible.

If you have any questions, please call us at the numbers listed above.

Thank you,  
KidSuccess, Inc



## **After School Program POLICIES AND PROCEDURES**

*Like Peter, Christ has commanded us to feed his sheep. We want to deepen the children's relationship with Christ and help them understand how their faith in God shapes their choices and behavior.*

### ***Purpose***

- Growing kid's heart and mind.
- Expose children to a learning and caring Christian atmosphere
- Provide an opportunity to increase learning, improve grades, attendance and reduce drop out rate
- Help minimize threats of violence by providing responsible adult supervision
- Provide young people with a positive alternative to high-risk behaviors
- Develop a sense of belonging in a Christian environment.
- Mentor Children based on Scripture
- Educate them on scripture and teach them how to become men and women of God

### ***Eligibility***

- Children attending Springville Elementary and Middle School in grades 1<sup>st</sup>-8<sup>th</sup>.
- Application and all necessary forms properly completed and submitted
- A copy of parent or legal guardian's insurance card must be on file for each child
- KidSuccess requires a signed Release Statement on file for each child verifying that the parent or legal guardian will assume full responsibility for any and all liability due to injury and/or illness while the child is attending KidSuccess or being transported in an approved vehicle.
- KidSuccess requests permission from the parent or guardian to obtain progress reports and other information from Springville Elementary and Middle School as needed. These reports along with homework assignments are normally obtained weekly.

### ***Hours of Operation***

- 3:00PM to 6:00PM Monday – Friday, according to the schedule of Springville Elementary and Middle School.
- Other hours to accommodate various school hours (1/2 day, etc)
- When public school is closed for inclement weather – KidSuccess will be closed
- When public school is closed a full day (work days, spring break, etc) KidSuccess will be closed



## **Schedule**

- KidSuccess will follow the Springville School schedule.
- If the school is closed early (before 2:00PM) due to inclement weather, the parent or legal guardian is responsible for picking up the child at school.

## **Severe Weather**

- KidSuccess will follow the same guidelines for severe weather as are followed during the regular school day.
- Designated areas of the Christian Life Center at Springville First United Methodist Church, which provide the most protection, will be used in a severe weather warning.
- A weather alert radio will be used. If a warning is issued, the adult supervisors will order all students and staff to the designated area.

## **Sample Schedule**

A typical day at KidSuccess will include the following:

3:00pm - Volunteer workers will meet the 5<sup>th</sup> – 8<sup>th</sup> grade children at the school and walk to SFUMC, 1<sup>st</sup> thru 4<sup>th</sup> will be picked up by van.

3:15pm - Children begin to arrive, last arrival is at 3:30 for rest of 1<sup>st</sup> grade

3:30pm - 3:45pm - Snack time - Activity  
(Music, Games, Crafts, Basketball, Volleyball, etc)

3:45pm – 4:30pm - Growing heart and mind - spiritual growth

4:30pm – 5:30pm - Quiet Time – Reading and Homework.

5:30pm - 6:00pm - Unstructured Activity time, homework must be complete.

6:00pm - Closed. Children must be picked up by this time.

When Wednesday night fellowship is in session, families are invited to stay for the meals, fellowship and bible study at Springville First United Methodist Church. Please register if you wish to attend by contacting the church office or KidSuccess Staff before Tuesday.

## **Pick-up / Drop off Procedure**

- Springville First United Methodist Van will provide transportation for Kidsuccess and is used only during inclement weather. Otherwise they will walk from the school to the church with one of the employee's of Kidsuccess.
- If a child is scheduled to attend and does not arrive, the parent or legal guardian will be contacted. See TUTION section below.



- **Departure Policy:** Only parent, legal guardians, or other authorized persons may pick up a student. Authorization must be in written form signed by the parent or legal guardian. A list of authorized persons will be on the Application for Enrollment. The authorized person picking up a student must enter the building and personally sign the student out every day. A photo ID will be required if the person picking up the child is not known to the ministry volunteer.

### ***Health and Safety***

- Parent(s) or Guardian is required to maintain an up to date list of contact telephone numbers and persons authorized to pick up the child. This information must be given to the KidSuccess administrator in writing.
- If a child becomes ill or injured while at KidSuccess, the parent or legal guardian will be called to pick them up as soon as possible. Notations will be made in the daily log book indicating the time the parent or legal guardian is notified.
- If a child does not attend school on a scheduled school day, is injured or becomes ill while at school prior to 3:00PM, the parent or legal guardian must notify KidSuccess that the child is not to be picked up.
- KidSuccess requires a signed Release Statement on file for each child verifying the parent or legal guardian will assume full responsibility for any and all liability incurred due to injury in the ministry or an accident in an approved vehicle.
- Children must wear shoes and appropriate clothing to KidSuccess. The church CLC dress code applies. **See Dress Code.**

### ***Discipline***

- Discipline of children shall be consistent and fair.
- No corporal punishment will be administered.
- Reasonable measures will be taken to head off any physical altercations on the property of Springville Methodist Church.
- If a child exhibits disruptive behavior (fighting, abusive language, disrespect, disobedience) it will be documented in the daily log and the parent or legal guardian notified.
- Upon a second infraction, if the circumstances warrant, the parent or legal guardian will be called to pick up the child. A conference will be arranged with the parent or legal guardian, caregiver and director. Additional offenses may result in dismissal from the ministry.
- A child that has been dismissed must reapply. A personal interview with the parent or legal guardians will be required.
- **If at any time a child's behavior endangers the safety of himself/herself or others, the child may be discharged from the program immediately.**



## Snacks

*A parent or legal guardian shall notify the staff or program director of any special dietary needs or restrictions of the child, including but not limited to any diabetic, low-sugar tolerance condition, or allergy.*

- A snack will be served daily.
- If your child chooses to do so, he may bring a snack from home.
- Due to allergies and other health issues, no child may share food with another.

## Tuition

- All first time students will have a \$5.00 registration fee, this fee is not apply to any returning students.
- **IF PAID ON TIME OR IN ADVANCE:** \$35.00 weekly.
- Tuition will be paid on or before Friday. Tuition may also be paid in advance.
- Tuition is due each week your child is enrolled except 2 weeks at Christmas and 1 week during spring break. Tuition is due even if your child is absent, goes out for any sports or becomes ill for several days. We can make further arrangements for long illnesses.
- If needed, some financial assistance is available. Please see the KidSuccess director for an application and information.
- A charge of \$5.00 for each quarter hour (or part thereof) will be imposed if the child is not picked up by 6:00PM.
- On any day your child it going to be absent, it is very important you notify us before 3pm. Notification must come from the parent or guardian and **NOT the child**. Please be sure you are giving this notification to the church secretary or the KidSuccess director. **DO NOT** leave a message on the church answering machine. If notification is not received, we must attempt to contact you. A charge of \$5.00 will be made each time we attempt to contact you.
- You may contact the director at (205) 405-2557.
- If your child is out for sports, your weekly of \$35.00 is due for each week he or she is absent.

## Other

- Children will not be allowed to use cell phones, CD players, iPods, etc except Friday's
- If necessary (and on a limited basis), children may use the Kidsuccess Phone.
- Calculators may NOT be used for homework assignments without teacher's ok.
- Computer use is allowed for homework assignments. Computer use is strictly monitored.
- KidSuccess has final authority to interpret and administer these policies.
- KidSuccess may make changes to any portion of this ministry at any time.
- Your suggestions are always appreciated.



## **Dress Code**

The dress code established by Springville First United Methodist Christian Life Center (CLC) will apply. Remembering we are setting examples in God's house, all children and staff are required to dress in an appropriate manner. No one may wear any articles of clothing or display any insignia or sign that shows disrespect for any person, creed, race, color, sex or nationality. The following is a list of dress guidelines that apply:

1. Clothing that display antisocial, immoral or illegal behavior is not allowed. Any article of clothing or jewelry that depicts gangs, satanic occult, violence, sex, drugs, tobacco, alcohol, mutilation or language that could be considered obscene or vulgar is not allowed.
2. All shorts/skorts, skirts and dresses must approach knee length. Slits or cutouts in skirts, dresses or shirts must not be revealing. No undergarments may be exposed.
3. No hats, caps, sunglasses or visors may be worn inside the building. They may be worn outside but are subject to the same restrictions as noted in #1 above.
4. All shirts and tops must be long enough to be tucked into pants (but do not have to be tucked in). No tank tops are allowed.
5. Revealing tops, spandex or clinging garments are not allowed. All sleeveless tops must not expose undergarments.
6. Shoes must be worn at all times. All shoes must be appropriate for the building floor and playground.
7. Any temporary tattoos must be appropriate. No obscene pictures or designs are allowed.
8. At no time will a two-piece swimsuit be allowed.
9. A decision regarding whether a child is in violation of any of the proceeding rules rests solely with the KidSuccess Directors.

Anyone in violation of this dress code will be required to change clothing. Parents or legal guardians will be called to bring appropriate clothing for his/her child.

KidSuccess will strive to set the highest moral standards for our children. We believe appropriate clothing is extremely important.

Thank you for your co-operation.

6471 U.S. Highway 11 † Springville, Al 35146 † (205) 405-2557