

# PARENT HANDBOOK



## School Year Hours

Monday - Friday  
3:30pm - 6:00pm

## Summer Hours

Monday - Friday  
7:30am - 6:00pm

*"To inspire and enable all young people to realize their full potential  
as productive, responsible and caring citizens."*

Kidscope is a program of:



**PO Box 833  
1000 3rd Ave NE (Boys & Girls Club)  
Watertown, SD 57201  
605.886.6666**

**Brittany Foyt, Director of Kidscope  
foytb@bgcofwatertown.com**

[BGCOFWATERTOWN.COM/KIDSCOPE](http://BGCOFWATERTOWN.COM/KIDSCOPE)

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**Dear Parents/Guardians,**

Welcome to the Kidscope program. Our goal is to provide a warm, safe and developmentally appropriate environment for every child. This handbook is designed to ensure that your family has a rewarding experience with the program. In the handbook we have tried to anticipate many of your questions about the program. The purpose of this handbook is to outline the program's policies and procedures. We strive to work closely with parents in a partnership that will facilitate the transitions between home and school. Daily communication and a sense of trust between parents and staff are vital.

Our goal is to provide the highest quality care and education for children and to ensure that parents are valued and respected. To accomplish this we depend on parents to be responsible and active child care consumers. We expect parents to read this handbook, follow the policies and procedures outlined, provide us with all the necessary information, and be open and honest with us regarding your feedback about the program. We welcome your comments, questions, concerns and suggestions about your child's experience and the program. We understand that nothing is more important than your child's early education and care experience. You will be notified of formal policy changes during the year via a written policy notice in your mailbox.

**If at any time you have questions, concerns, or ideas for the programs, please feel free to contact us!**

Sincerely,

**Brittany Foyt**  
**Director Operations**  
**1000 3<sup>rd</sup> Ave NE**  
**Watertown, SD 57201**  
**(605) 886.6666**  
**foytb@bgcofwatertown.com**

**[www.bgcofwatertown.com](http://www.bgcofwatertown.com)**



## Program Activities

Kidscope has a daily structured schedule which offers the children a similar schedule each day, yet allows for flexibility and individual preferences. Providing an environment that is a safe and engaging is our highest priority. We work in partnership with the schools to design a program that is convenient for the children and families. We have daily homework assistance, physical fitness, nutritional and life skill activities to challenge children and make learning fun. Our activity plans will be planned and implemented only by staff members that have appropriate degrees and/or experience.

If parents have any questions about the curriculum for their child’s program, please ask a staff member. A full copy of activity plans are posted for viewing in the multipurpose room.

## Enrollment Policy

As state licensed programs, we are required to maintain a file on all registered children. We accept children starting at 5 years (entering kindergarten) up to 6<sup>th</sup> grade.

Parents are responsible for returning the following completed forms before the child starts the program:

- A signed enrollment form. **This also establishes who is financially responsible for the account.**
- Food service form
- First payment (non-refundable) and schedules are turned in with your enrollment form and are ongoing throughout the year. If you request additional hours for the week, there is no guarantee the changes you request will be accommodated.

## Payment Policy

### Summer

Full Time Rate.....\$140/week

Summer Activity Fee ..... \$25/child/year

\*To assist with transportation for youth enrolled in summer programs.

- Payments are due Friday by 6:00pm for the upcoming week. We require “pre-payment” for all services. If payment is not paid in full, a \$20.00 late fee will be added to the account. If the bill still remains unpaid as of Monday at 6:00pm, the child may not be able to attend again until the bill is paid in full. Payments will need to be made online at [www.myprocare.com](http://www.myprocare.com). There is no processing fee for online payments.
- The deposit (first week of service) may be paid by check or cash. There will be a \$40.00 charge for a returned check.
- In the event of an overpayment on your account, we will issue a credit to your account. If your child is no longer enrolled, we will issue a credit check for amounts exceeding \$20.00, upon your request. Payments will be issued up to two weeks after withdrawn from the program.
- There is a 20% sibling discount. The youngest child pays the full amount.
- Payment refunds may be considered by the director.
- This billing will occur whether your child is in attendance or not.
- All tuition includes meals and snacks.

\*\*Pool pass needs to be purchased separately by parents / guardians at the beginning of summer.

## School Year

Monthly Flat Rate ..... \$140/month

- Payments are due on Friday's by 6:00pm, before the 1<sup>st</sup> of the month for the upcoming month, as we require "pre-payment" for all services. If payment is not paid in full a \$20.00 late fee will be added to the account. If the bill still remains unpaid as of Monday at 6:00pm, the child may not be able to attend again until the bill is paid in full. Payments will need to be made online at [www.myprocare.com](http://www.myprocare.com). There is no processing fee for online payments.
  - Payment due dates may vary on holiday months.
- The deposit (first month of service) may be paid by check or cash. There will be a \$40.00 charge for a returned check.
- In the event of an overpayment on your account, we will issue a credit to your account. If your child is no longer enrolled, we will issue a credit check for amounts exceeding \$20.00, up your request. Payments will be issued up to two weeks after withdrawn from the program.
- There is a 20% sibling discount. The youngest child pays the full amount.
- Payment refunds may be considered by the director.
- Monthly billing will occur whether your child is in attendance or not.
- Tuition includes all snacks.

## Absent Child

If your child will not be in attendance on a scheduled day, please notify the staff as early as possible. If we have not heard from you within 1 hour of your child's scheduled start time, we will assume your child is absent for the day. If we are not notified, we cannot guarantee care for your child if they are late.

## Child Care Assistance

Families that are eligible for State Childcare Assistance are charged according to government guidelines. Parents are responsible for all co-pays as well as any fees that may accrue based on coverage or under wage of hours.

For more information you may visit the website: <https://dss.sd.gov/childcare/childcareassistance/>

## Late Pickup

For every 15 minute increment a \$2.00 fee will be added to your account if your child is brought in early or not picked up at the scheduled time, unless notified in advance.

If an emergency arises and you are unable to pick up your child by 6:00pm, you must call immediately. However, after 6:00pm a \$1.00 per minute fee will be added to your account. We request you make all efforts to contact your emergency/authorized contacts to pick up your child from by closing. If you fail to make arrangements with us for the extended service and we are unable to reach you, we will contact your emergency contacts. If we still haven't heard from you or your emergency contacts by 6:30pm, we will contact the Department of Social Services to assume responsibility for your child and the Watertown Police Department.

## Authorizing Individuals to Pick Up Your Child

If someone other than yourself or the authorized contacts listed on your enrollment form will be picking up your child, a written or verbal notice must be given to your teacher. We require photo identification from anyone, (other than a parent or guardian) who is picking up a child. If custody situations arise, please provide program management with proper legal documentation.

## Meals

Breakfast: (8:00-9:00AM)

Lunch: (11:30-12:30PM)

Snack: (3:30 – 4:30)

Our menus have been designed to meet state requirements and are intended to give each child a well-balanced meal. A wide variety of food choices are served to help your child begin a lifetime of healthy eating habits. Menus are posted for each month on our website at [www.bgcowatertown.com](http://www.bgcowatertown.com). If you are aware that your child will not eat a particular food type, you may send a sack lunch from home. We strongly encourage parents to ensure that meals brought from home are nutritious. These sack lunches are stored on open shelves or are refrigerated if needed; food must be ready to be served. If your child requires a special diet, food must be provided by the parent and communicated to the staff. We do have a refrigerator to accommodate those special needs.

**Allergies** - If you are aware of an allergy, notify management and your program staff immediately. We will do our best to make sure the child is not exposed to this allergy. All staff are required to be trained in the area of food and allergic reactions as per orientation guidelines. A doctor's note is required for any allergies the child may have.

**\*Treats\*** Special treats are permissible if prior arrangements have been made with staff. Treats must be store bought and pre-packaged.

## Child Behavior Guidelines

Any discipline we implement will incorporate the following:

- Positive guidance
- Redirection of energy
- Setting of reasonable limits

Any peer pressure as a discipline measure and any humiliating or frightening form of punishment is strictly prohibited. If your child is experiencing some behavioral difficulty, you will be notified by your child's teacher or the program management and a conference will be scheduled.

Management and teachers will then work closely with you to see if the problem or problems can be resolved with an action plan. As a last resort, we reserve the right to ask you to withdraw your child from our program. The following information is intended as a guideline for working with children who are having difficulty adjusting to or abiding by certain rules or behavior in a classroom or program as a whole:

1. Program management is always obligated to look first within the program, staff, schedules and/or activities to ascertain if the facility can realistically offer any changes in its program that may help the child adjust any negative behaviors.
2. Program management and staff will communicate with parents as situations develop to keep them informed and involved with their children's discipline.
3. If problems continue, Management will hold a parent conference to form an "action plan" to help facilitate more appropriate and/or acceptable behavior on the part of the child.

\*Parents need to be aware that they will be contacted to pick up their child when their child is disruptive and endangering the safety of other children or program personnel.

4. We reserve the right to terminate enrollment of a child when:
  - A. Parent action is not followed or if there is no positive change in the child's behavior within time limits previously set in the "Action Plan".
  - B. We have accumulated numerous incident reports documenting the child's behavior to this particular point.
5. Discipline will not be used in connection with rest, food, or bathroom privileges.

### Termination of Services

We may terminate services for the following reasons: (but are not limited to)

- The lack of adherence to our policies.
- The lack of cooperation from parent(s) with the program's efforts to resolve differences and/or to meet the child's needs through parent/staff meetings or conferences.
- Abusive behaviors and/or verbal threats by parents or children toward the program staff, other parents or children.
- If the child exhibits special, behavioral, or physical needs, that are not possible to meet within our program. In this case, the program staff will make every effort to involve the parents and appropriate resources to decide the best course of action for the child. This decision will take place prior to termination of services, unless there is potential danger to others.
- If your child misses more than 2 consecutive weeks in any given year without communicating with program management.
- We reserve the right to terminate a child's enrollment at any given time if necessary.
- If services are terminated it is at the discretion of the director to offer a refund of payment for services.

### Withdrawals

The parent agrees to give the director a minimum of 2 weeks' notice when choosing to withdraw. Withdrawal forms are available with staff. During the school year, notice must be given by the 15<sup>th</sup> of the month in order to not pay for the upcoming month. During the summer once we receive notice the next two weeks of payment is due at the time of notice regardless of the child being present or not.

### Health & Regulations

**A. State & program health requirements:** If needed, proof that immunization levels of all children enrolled are current.

**B. Medication:** Parents must complete a medication form each day if their child is receiving medication. Staff will document medication administration on this form. If your child needs medication unexpectedly, you will have to come to the program and fill out the medication form before we are able to administer the medication. All medication will be kept out of the reach of children. Refrigerated medications will be stored in one of the refrigerator. The parents are expected to take the medication home daily if needed at home. We cannot be responsible for medications left at the facilities.

**C. Illness:** We strive to prevent the spread of illness, and your cooperation with our policies regarding this will be of tremendous help. If your child has any symptoms of a contagious illness, in all fairness to the other children and program personnel, please keep him/her at home until there are

no signs of symptoms. If your child does not attend school they are not allowed to attend our program. Should your child become ill while they are in attendance, we will separate him/her from other children and attempt to contact a parent immediately so you know of their condition as soon as possible. If your child becomes ill and needs to be sent home, you will be contacted via phone and to pick up your child from the program within an hour. If we are unable to reach you, we will contact one of your emergency contacts to pick up your child. Please read the following health guidelines to further acquaint yourself with our policies regarding illness.

The SD Department of Health is authorized by law to collect and process mandatory reports of communicable disease from physicians, hospitals, laboratories, and institutions. Registration standards for state licensed programs mandate providers to report communicable diseases to the Department of Health. We are required to include the disease or condition diagnosed or suspected, the name, age, sex, race, address, and occupation of the carrier, the date of onset of illness and whether the person is hospitalized, the name and address of the attending physician, and our name and contact information. For a complete list of diseases or to report a communicable disease, please call the SD Department of Health at 1-800-592-1861.

#### **Guidelines for Sending a Child Home**

- Fever: Auxiliary or oral temperature: 100F degrees or higher
- Respiratory Symptoms: Difficult or rapid breathing, severe coughing: child makes high pitched croupy or whooping sound after coughing. The child is not comfortable due to persistent cough
- Diarrhea: 2 episodes of abnormally loose stools in a two hour period or any case of vomiting
- Eye/Nose drainage: Thick mucus or pus draining from the eye or nose
- Sore Throat: Sore throat, especially when fever or swollen glands in the neck are present
- Skin Problems: Skin rash; undiagnosed or contagious; infected sores with crusty, yellow or green drainage which cannot be covered by clothing or bandages
- Itching: Persistent itching or scratching of the body or scalp
- Appearance/Behavior: Child looks or acts differently. The child is unusually tired, pale, lacking appetite, confused, irritable, difficult to awaken or complains of not feeling well
- Unusual Color: Eyes, skin, stool or urine

#### **Guidelines for Re-admittance**

- Fever: Exclude until child is fever free without the use of Tylenol or Motrin for 24 hours.
- Pink Eye: Exclude until drainage stops or after 24 hour period of appropriate antibiotic treatment
- Chicken Pox: Exclude until all blisters have dried into scabs; about 6 days after rash onset
- Ringworm: Exclude as long as lesions are present and living spores persist
- Impetigo: Exclude until sores are healed or can be covered with bandages, or until child has been treated with antibiotics for at least 24 hours.
- Head Lice: Exclude until first treatment has been completed and no live lice or nits are seen.
- Measles: Children who have not been immunized (up to 15 months) excluded for 21 days after exposure; other children excluded 5 days after onset of rash
- Hand, Foot & Mouth Disease: Exclude until fever and sores are gone and child is well enough to participate in normal daily activities
- Hepatitis B: No exclusion necessary unless infected child exhibits biting behavior or has



- open sores that cannot be covered
- Whooping Cough: Exclude until 5-7 days after antibiotic treatment begins
- Respiratory Illness: Exclude until child is without fever for 24 hours and is well enough to participate in normal daily activities
- Strep Throat/Scarlet Fever: Exclude until at least 24 hours after treatment begins and child is without fever for 24 hours. We may at any time, request a doctor's note at any time before allowing re-admission to our programs.

### **Medical Emergencies**

If there is a true medical emergency, 911 will be called and the ambulance will transport your child to the emergency room at Prairie Lakes Hospital.

We will follow these procedures when a true emergency arises:

1. Obtain emergency transportation to a medical facility
2. Call the hospital or emergency facility and alert them to the nature of the patient being sent
4. Call the parents or guardian

### **Bathroom Policy**

The following steps are in place to prevent inappropriate behavior that can take place in the restroom such as bullying, sexual misconduct, fighting, and vandalism. Kidscope will use the following practices:

- There will be either a designated adult restroom or procedures to ensure adults and minors never utilize a restroom at the same time.
- Clubs will either have single-user restrooms or multi-user restrooms with single stalls that can be secured from the inside.
- Implementing procedures to limit the number of children using restrooms at the same time, groups of 3 or more, or individual use.
- Positioning staff near restroom entries to maintain auditory supervision of space.

In order to attend our program your child will need to...

- Will tell the teacher he/she needs to go to the bathroom.
- Is able to go to the bathroom (either urinating or a bowel movement) on his/her own. This includes being able to remove clothing, sitting on the toilet, wiping himself/herself (using the appropriate amount of toilet paper), putting clothing back on, flushing the toilet, and washing and drying his/her hands. The teacher will not assist, as this is an issue that protects all concerned. If a child needs assistance cleaning themselves, a parent will be notified right away to come and assist the child or pick them up for the day.
- Is aware of the need to use the toilet without reminders from the teachers (although, teachers do make requests of children at various times of the day, for example, before or after meals, and before going out to the playground, etc.).
- Will not be in diapers or pull-ups at all. He/she must be in regular underwear.

If your child is ill and has diarrhea, they should be kept home until they have been episode-free for 24 hours (see Parent Handbook). If a child is having consistent bathroom accidents, we would not consider your child to be potty trained and your child may need to find alternate care if the issue is not resolved in a timely manner. Tuition will not be pro-rated during this time.

## Camera Policy

There are cameras located throughout certain parts of the Elementary schools. Kidscope does not have access to these cameras during our program time. However, if there was an emergency and we needed to gain access to the camera footage, we would need permission from the Watertown School District and would follow their camera policies and procedure.

## Transportation

Transportation is provided by the Watertown School District for children needing to get to and from school daily. It is the parent's responsibility to fill out the application for this transportation; to and from school to the program(s). There is no transportation available to get children to and from any other activities such as sports, preschools and private schools.

During fieldtrips, we utilize transportation from the Watertown School District.

Insurance is provided for all Boys & Girls Club of Watertown vehicles used to transport children. If a child is participating in field trips from one of our programs, we require a Field Trip Release Form (signed by a parents). These forms are included in our general enrollment paperwork.

We strictly follow SDCL 32-37-1.1 in the use of child passenger restraint systems. Each vehicle will only carry the number of children allowed by vehicle passenger capacity. In our care, following current SDCL32-37-1 we ensure that all children 5 years of age or younger and fewer than 40 pounds must be in a car seat. You may be asked to provide a car seat in the event of a field trip.

\*If we use school transportation, any child 3 years old or older may ride the bus without a car seat.

## Hazardous Materials and Bio-contaminants

We require all staff to be trained in the area of Universal/Standard Precautions. We require any care provider or employee who provides care and supervision to children to follow the universal/standard precautions recommended by the CDC in handling any fluid that might contain blood or other body fluids.

## Insurance

We are not responsible for accident insurance for children enrolled. Please review your own personal insurance to be certain that you and your children have the proper coverage. If you do not have coverage, please contact the Boys & Girls Club of Watertown for further information.

## Holidays

Kidscope will be closed for the following holidays. In the event any of the below holidays fall on a Saturday, we observe the Friday before, and if the holiday falls on Sunday we observe Monday.

\*We do not reduce tuition on the weeks of the holidays.

New Year's Day	Independence Day	Day after Thanksgiving
Good Friday	Labor Day	Christmas Eve
Memorial Day	Thanksgiving Day	Christmas Day

\*We may also be closed some additional days due to staff trainings.

## **Emergency Closing**

Closing due to inclement weather will be broadcast on local radio stations. You can also refer to Keloland Closesline, [www.bgcofwatertown.com](http://www.bgcofwatertown.com), and our Facebook page at Boys & Girls Club of Watertown, South Dakota. Kidscope will align with the Watertown School district for weather closures or when school is dismissed early due to inclement weather. If school dismisses early due to weather your child may attend the Boys & Girls Club this day. Credits will not be issued for emergency closure.

## **No School Days / Scheduled Early Dismissals**

Kidscope will not be open on scheduled no school days or early dismissals during the school year. Children enrolled in Kidscope that are in grades 1<sup>st</sup> – 6<sup>th</sup> grade may attend the Boys & Girls Club main site if they need care for a no school day or an early dismissal. In order to attend the Boys & Girls Club a membership form must be complete along with the annual payment. They will also need to attend an orientation at the Club prior to starting. For more information in regards to the Club please notify Matt Steiner, Director of Club Services.

## **Fire, Tornado, and Natural Disaster**

Our programs have special procedures set up to deal with emergencies such as fire and natural disaster. We conduct at least 4 fire drills and 1 tornado drill annually. Emergency evacuation drills are practiced each year.

Our program does have an Emergency Preparedness Plan in place. It is available upon request to the director.

## **Staff Qualifications**

Our staff are warm, caring and have a strong desire to work with children. All Kidscope staff meet or exceed the South Dakota state licensing requirements. Every year, all staff, must complete a required number of continued training hours. We make sure all are able to communicate well with parents about what your child did during their day, any problems or suggestions that might help their development, and we welcome your feedback.

Child care employees must:

Be 18 years of age and supervised by program management or teachers.

Secondary employees must be at least 14 years of age, work under direct supervision of an adult (Over age 18) employee.

Program management who plan & implement program activities must have appropriate degree and experience.

Neither staff member nor volunteer will have a substantiated report of Child Abuse/Neglect.

Neither staff member nor volunteer will have a felony conviction on record within the past five years.

## **Reporting of Child Abuse/Neglect**

Upon hire, all staff members and volunteers are required to read and sign a statement which defines abuse/neglect and states reporting requirements. By signing the statement, personnel agree to report any suspected cases of abuse and neglect to Social Services.

Any program staff/volunteer who is under investigation for child abuse/neglect will be suspended from their position duties until a determination is made. Upon completion of the investigation and if charges are substantiated, the staff/volunteer will be discharged immediately. If charges are not substantiated, the staff/volunteer may return to work depending on the situation and must consult with the Director regarding continued work responsibilities.

## **Non-Discrimination Statement**

“In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W, Washington D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). This institution is an equal opportunity provider and employer.”

## **Confidentiality**

All records remain strictly confidential at our facilities. Each staff member and volunteer must sign a confidentiality policy when working within the Boys & Girls Club of Watertown programs.

## **Miscellaneous Information**

**Clothing-** It is important for children of all ages to have a complete change of clothing at school, since even those beyond the age of “accidents” will occasionally have one. We ask that you clearly mark each item and send them in a bag also marked with your child’s full name. Please send your child in shoes that are comfortable and easy to play and run in. We will do our best to help keep track of your children’s personal clothing but cannot be responsible for misplaced items.

**Outside Play-** Weather permitting; we go outside daily for physical activity and fresh air. We try to replace physical activity within the programs if we are unable to go outside for the day. Please make sure your child is appropriately dressed and you furnish the correct attire for the weather conditions. (Hats, gloves, mittens, snow pants, boots, tennis shoes for gym, etc.) If you feel your child is too sick to go outside, then they should stay home for the day.

**Toys-** Our programs have more than an adequate number of toys and learning materials. Please DO NOT allow your child to bring toys from home as they may be lost or broken at our facilities. We are not liable for any lost/broken or stolen toys brought from home.

**Reporting of Changes of Circumstances-** The Boys & Girls Club of Watertown will immediately report any change of circumstances which may affect the ability to comply with state licensing rules (i.e. new program location, building renovations/remodeling, suspected in-house abuse and neglect, employee felony, ownership change, or new director).