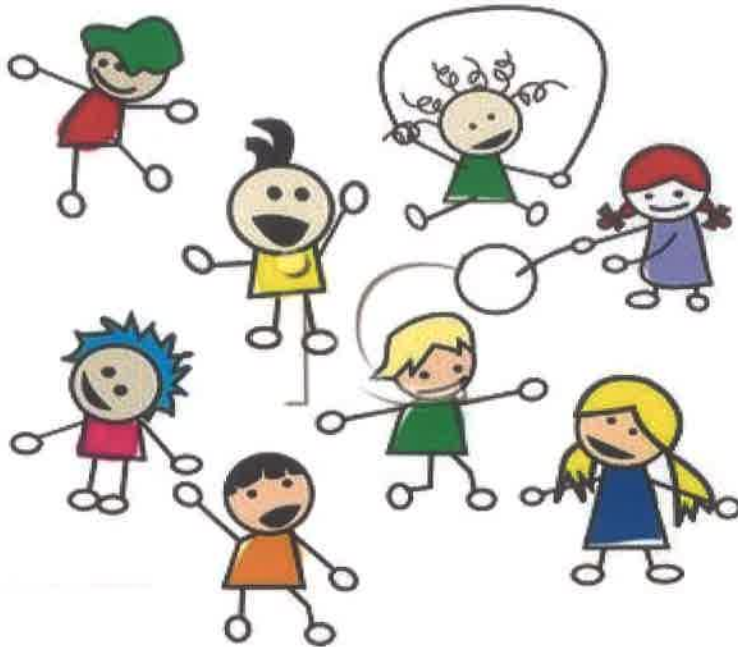


Kidz Zone's Parent Handbook



Kidz Zone Childcare
Union STEAM Elementary School
516 Carson Street
Gallatin, TN 37066
615-451-6538
615-772-1932

Lance Taylor - Principal
Sonja Richardson - Program Director
Tynell House - Assistant Director

WELCOME

Kidz Zone provides safe, educationally enriching, quality care for school age children. The children will have the opportunity to choose from many different activities offered daily. Arts and crafts, games, gym or outside. Our two classrooms are filled with MANY different centers to choose from.

Time is set aside each day for homework and is carefully supervised by our staff. They are there to help when questions arise and to keep children focused on their homework.

Kidz Zone is not a baby-sitting service, but a quality program planned with working parents in mind. We welcome any input concerning our program in order to better care for your children. All questions or comments concerning Kidz Zone should be addressed to the program director.

Contact Information:

Kidz Zone office line: 615-451-6538

Kidz Zone cell phone: 615-772-1932

sonja.richardson@sumnerschools.org

Daily Schedule

Regular program hours are as follows:

- 6:30 am Kidz Zone opens (drop off at door #4 in the back of the building). The children who attends before school use this time to study, read, play games, use computers or have free time. Breakfast may be sent in with your child to eat.
- 7:15 am Children are taken to the cafeteria or gym
- 8:00 am Children begin their school day
- 2:45 pm K through 5th grade children report to Kidz Zone
- 3:00 pm Homework club is until 4:00 in the cafeteria. The remaining children will remind in the classrooms for centers, gym or outside.
- 4:00 pm Children break up into groups consisting of outside, gym, games or centers.
- 5:00 pm Group activity
- 5:30 pm Clean up and TV time until parents arrive
- 6:00 pm Kidz Zone closes

Late pick-up fee: \$1.00 per minute for the first 5 minutes per child.
After the first 5 minutes the fee goes up to \$5.00 per minute per child.
If you are late more than 3 times picking your child/ren up they will not be allowed to return to Kidz Zone. You will have to find other arrangements for childcare.

Snow Closing

In the event school is closed due to bad weather, Kidz Zone will be closed also. This is a Sumner County policy, not Union Elementary. If school closes early, Kidz Zone will close 2 hours after school is closed. Always check the school Facebook page for information.

Kidz Zone Payment Guidelines

Payment Methods:

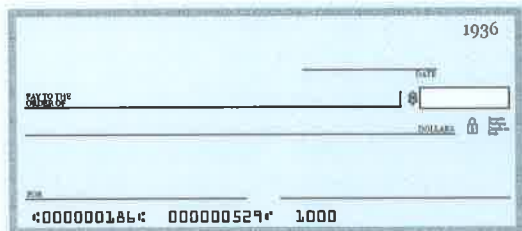
- Check
- Money Orders
- Online

Payments will be accepted on Mondays and Thursdays.

Payments made after 9:00am on Thursdays will be late and a \$5.00 late fee will be charged to your account.

Payments must be made weekly. **If your account(s) is \$150.00 past due on Thursdays after 9:00am, you will be notified and your child will be unable to return to Kidz Zone until the balance is paid in full.**

Checks and Money Orders are to payable to "Union Elementary", with the child's name on it.



Parents may make payments online also. If you would like to make payments online follow the instructions below.

1. Go to osp.osmsinc.com/Sumner
2. You will need to create a username and password or log in if you already have one.
3. You will need your child's Student ID number. This is the same number you would use when accessing Parent Portal. If you do not know your student's ID, we have them or you can contact the office.
4. Click on the Pay Child Care here tab.
5. Select Union Elementary Child Care.
6. Enter amount you wish to pay and select Add to Cart.
7. Then proceed to check out.
8. Be sure to print out all receipts and/or save them to your email for your record. A copy of your payments will be sent to my email.
9. There is a Service Fee to pay online.

Special Days

Special Days are days that Kidz Zone is open and school is closed. There will be a sign-up sheet on the sign in/out table at least 2 weeks before the Special Day. If you sign your child up and they do not attend, your account will be charged the daily rate for the day. Special Days fee is \$30.00 each day per child. **If you request to sign your child up after the deadline date, you will be charged a late fee sign-up fee of \$10.00.**

Kidz Zone's Calendar

Date	Status	Event
July 3, 2020	Closed	July 4, 2020
July 20 – 24, 2020	Closed	Registration
August 6, 2020	Closed	Election Day
September 7, 2020	Closed	Labor Day
September 21, 2020	Open	Parent/Teacher Conferences
September 28 – 30, 2020	Open	Fall Break
October 1-8, 2020	Open	Fall Break
November 3, 2020	Closed	Election Day
November 23-27, 2020	Closed	Thanksgiving
December 21-25, 2020	Closed	Christmas Holiday
December 28 – 31, 2020 (12-31-20 Close at 4:00 pm)	Open	
January 1, 2021	Closed	New Year's Day
January 4 & 5, 2021	Open	
January 18, 2021	Open	Martin Luther King Day
February 15, 2021	Open	President's Day
March 15-26, 2021	Open	Spring Break
March 19, 2021	Closed	
April 2, 2021	Closed	Good Friday
May 31, 2021	Closed	Memorial Day
June 3 & 4, 2021	Closed	

Signing In and Out

During school, Kidz Zone staff will sign all children in. Parents must come in and sign their child out every day. When school is closed and Kidz Zone is open all day, parents must come in and sign their child in every morning and out every afternoon. If your child comes during the morning to Kidz Zone, parents must come in a sign them in each morning. This is a State Law, so child cannot sign themselves in and out.

Parents must show ID when signing children out each day

Parenting and Abuse Information

Parenting and Abuse Information

Kidz Zone has access to websites regarding abuse of a child as well as helpful parenting tips. These items are available upon request.

Sick Child Policy

If your child has a temperature of 99.7 or above and/or vomiting the parents will be notified. The parent should make arrangements to have their child picked up as soon as possible.

A child can NOT return to Kidz Zone until they are fever free and/or vomit free for 24 hours.

Medication

I understand that the childcare staff is only trained to provide emergency medicines (e.g., epi-pen and asthma inhalers). If the administration of other medications is needed, I will need to contact the school nurse to determine if or how this may occur. If your child has any medical issue, please share with Kidz Zone staff. We do not have access to medication and information you give to the school nurse.

Child Outside Kidz Zone

If your child has another child spend the night that are not enrolled at Kidz Zone, they are not allowed to attend Kidz Zone with your child. All children have to be enrolled to attend.

Kidz Zone Fees for 2020 - 2021

	Full-time (3 or more days a week)	Part-time (2 days a week or less)
Registration Fee	\$25 (\$40 per family) This must be paid every year	\$25 (\$40 per family) This must be paid every year
Regular Sessions		
Morning Session Only	\$30 per week	\$17 per week
Afterschool	\$50 per week	\$28 per week
Combination Sessions		
Morning and Afterschool	\$70 per week	\$35 per week
All Day Sessions		
Intercession	\$90 per week	
Special Days (teacher's inservice, Conferences)	\$30 per day for special days (the weekly fee will remain the same)	
Summer Camp	\$115 per week	
Summer Registration	\$ 75(each student)	



Behavior Guidelines

Kidz Zone strives to have the best and safest childcare program that we can provide. We try to reward and notice all positive behavior. However, there may be times that students choose not to follow the rules and guidelines. For minor issues the following steps will be taken.

1st. Offense – Kidz Zone staff will discuss the issue with the child and/or the child take a time out, walk laps, or educational write-offs.

2nd. Offense – Kidz Zone staff will notify the parent of the issue and the child may have sit out of the day's activities.

3rd. Offense- Issue will be discussed with the principal. Parents notified and appropriate actions will take place.

Any issues that occur after talking with the principal, may result in the child being suspended from the program for 3 days.

All Major issues (e.g. fighting, using bad language or inappropriate gestures), the child will have to talk with the principal and may be terminated from the program.

Movies

We do watch G and/or PG rated movies. If we watch movies it is usually because of the weather, we can't go to gym or cafeteria or students have had a busy day and they need to rest. On some occasions we watch "new" released movies as a treat. There is a list of the movies we could show on the "Parent Board". If there are any you prefer your child not to watch, please let us know.