

11. Middle school is not allowed on the playset. If other students are getting too rough, they will lose the privilege of using the playset.

As a family of God, we are to show respect for peers, supervisors, and rules, thus demonstrating Christ-like attributes. Lack of respect toward any of these may result in a detention (for further information, please refer to the *Holy Cross Handbook*).

Continued disrespect or disobedience may result in dismissal from the Kids Care Program.

HOLY CROSS



CRUSADERS

KIDS CARE HANDBOOK

Be on your guard; stand firm in the faith;
Be courageous; be strong,
Do everything in love.
~1st Corinthians 16: 13-14~

260.739.6558

WELCOME

All students are required to be under adult supervision before and after school hours, therefore, Holy Cross Lutheran School offers a Kids Care Program. The goal of the Kids Care Program is to provide a safe and caring environment for the children enrolled.

The Kids Care program takes place in the school cafeteria. Before-school care begins at 7 a.m. and dismisses the students to their classrooms at 8:05 a.m. After-school care begins when school is dismissed and operates until 6 p.m.

IMPORTANT INFORMATION

Kids Care Telephone Number (Cafeteria):
739-6558

It is often difficult for the kids care personnel to hear the telephone due to noise in the cafeteria or being outside. If you do not reach us keep trying or leave a message. Be sure to leave your extension number also, if applicable.

Please Note: The Kids Care phone cannot call out for long-distance exchanges. In this case Kids Care staff members will make long-distance calls using their personal cell phones.

ENROLLMENT

Holy Cross Kids Care Program is available to students in Preschool through Grade 8. The program enables working parents and also those with occasional needs, such as family emergencies or part-time employment, to have supervision of their children in a safe environment.

BEFORE AND AFTER SCHOOL SESSIONS

BEFORE SCHOOL HOURS - 7:00 a.m. to 8:05 a.m.

AFTER SCHOOL HOURS - 3:30 p.m. to 6:00 p.m.

ALL STUDENTS who have not been picked up by 3:35 p.m. are required to be:

- 1. In the Kids Care Program**
- 2. Under other adult supervision**
- 3. In the appropriate area for a scheduled event**

DEVICES AND PHONES

Students are allowed to bring devices/phones to Kids Care with the following conditions:

- **Middle school** - phones and devices are allowed M-F as long as students are following all Kids Care guidelines and procedures
- **PreK - 5th grade** on Wednesdays only
- YouTube, TikTok, gun/shooting games are NOT permitted
- E-rated and age appropriate games are permitted
- **NO** recording videos or taking pictures

As always, phones/devices are a privilege so if students are not being appropriate their phone/device will be taken away until time to go home. Kids Care is not responsible for loss or damage of devices; bring them at your own risk. There will be no charging of devices in Kids Care. Make sure they are charged at home.

PLAYGROUND RULES

1. Children are permitted on the playground only in the presence of an authorized adult. Children are not to be picked up from the playground. Please go to the Cafeteria for check-out. The staff will call the child from the playground.
2. No student is permitted to play outside the fence. Only the staff can retrieve wayward balls.
3. Areas off-limits to the students: long-jump pit, Holy Cross electronic sign, the ramp, and the field (if it is too soggy or muddy).
4. Students are to remain in the eyesight of the staff.
5. Staff will issue warnings, time-outs, send students inside, or notify the principal as necessary.
6. Sensible, Christian behavior is expected at all times.
7. Throwing any object (snowballs, stones, etc.) other than playground balls is prohibited.
8. One person is allowed on a swing at a time. No standing, swinging side-to-side, or jumping off.
9. Slides - only sliding down is permitted. No pushing or pulling others down from the slide, rock wall, or platform.
10. If you are not tall enough to reach the zip-line handles yourself, you are not allowed to use it.

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KIDS CARE GUIDELINES

1. Students are to be respectful with a Christ-like attitude to students and staff at all times. There is to be no foul language or inappropriate behavior.
2. No running, pushing, or ball throwing in the cafeteria.
3. Students must notify supervisor prior to leaving the cafeteria and/or supervised area.
4. Students are not allowed to return to their classrooms without permission and/or supervision.
5. Students are not allowed to leave the premises without a written permission from the parent or supervisor. (ie: Wendy's, CLHS or leaving with someone other than parent and/or other specified adult).
6. Students are responsible to clean up their trash after eating. Any items containing liquids are to be placed in the dishpan. Liquids are NOT to be put into the trash barrels. All other items are to be thrown away.
7. All games that have been taken from the cabinet are to be returned and placed back in an orderly manner. Make sure that all game pieces are together with the game.
8. When the cafeteria lights are turned out, all students are to stop what they are doing, be quiet and respectful, as this signals there is an announcement that they need to hear.
9. If your child is **not** to receive a snack due to food allergies, please inform the Kids Care supervisor.
10. All students are to be picked up by **6:00 p.m.** If there is an emergency and you are unable to pick up your child, contact Kids Care at **739-6558** to inform the supervisor. An added fee will be charged for the supervisor's additional time.

Students who have not been picked up by 3:35 p.m. will be sent to Kids Care for supervision and a fee will be assessed when they arrive. The program follows the Holy Cross Lutheran school year calendar and begins the first day of school. After-school care will NOT be available on the last day of school.

*Supervision is **NOT** provided on days that Holy Cross School is closed due to inclement weather or observances of state/national holidays.*

SCHOOL DELAYS & CANCELLATIONS

Kids Care **WILL BE OPEN** when school is delayed for weather related conditions. **HOWEVER**, should a cancellation be called, parents will be notified and are expected to pick up their children as soon as possible after the cancellation is announced.

FEES

Kids Care is a pre-pay system. Fees are based on \$5.00 per hour per child and are calculated on the actual time used by the student (per minute). Maximum charge is based on two children per family. At registration you will be asked to put a minimum of \$20.00 to start your account. **As your child(ren) use the funds, you will be sent a reminder via FACTS with the amount of money left in the account. When you become negative in the account by \$5.00 your child(ren) will no longer be allowed to have snacks. If your account would become \$10.00 in debt, your child(ren) will not be allowed to be in Kids Care.** The school office will make contact with the parents first to pick up their child. If parents are inaccessible, the emergency contact will be notified. If for some reason none of these persons are available, the proper authorities will be contacted.

Any BALANCE DUE MUST BE PAID at registration before the new school year. Please contact the school office if other arrangements need to be made.

LATE PICK UP: Parents are expected to pick up their children **NO LATER THAN 6:00 P.M.** An additional fee of \$5.00 will be charged for each fifteen (15) minutes or fraction thereof after 6:00 P.M.

Students who do not sign in to the a.m. program or who do not sign out of the p.m. program may be assessed charges based on a 7:00 a.m. arrival or a 6:00 p.m. departure, so it is important to remind your children to check-in with a Kids Care worker.

Parents are expected to come in to pick up their children. We will not send your child out.

**“BE LED BY THE HOLY SPIRIT
AND BE AT PEACE WITH ONE ANOTHER.”**

Ephesians 4:3

As members of a Christian and caring community, the children will be expected to respect the staff, each other, the materials, and environment provided.

Students are **NEVER** to leave the building or grounds without explicit permission of a staff member. Such permission will only be granted by order of the parent or guardian.

CHECK IN/CHECK OUT PROCEDURES

BEFORE SCHOOL: Students arriving before 8:00 a.m. **are required to report immediately** to the cafeteria. Please remind your student to check in with a Kids Care worker. Students arriving after 8:00 a.m. can go straight to classrooms.

AFTER SCHOOL: Students report to the cafeteria and check in. When a child is picked up, parents are required to personally notify the supervisor or Kids Care worker who will then note the time of departure. Failure to notify Kids Care staff may result in higher fee charges.

Students are **NOT ALLOWED** to go to their lockers or classrooms before 8:00 a.m. or after 3:30 p.m. without permission and/or supervision.

Special permission for your child to leave Kids Care with anyone other than parent or other designated person listed on the registration form **must be done either in writing or calling the school office or contacting one of the Kids Care personnel.**

ACTIVITIES

While in Kids Care, children can participate in activities which may include games, creative play, recreation, and crafts. **Except for extreme inclement weather the children are taken outside; therefore, be sure your child has proper clothing for weather conditions.**

HOMEWORK

There is always time to do homework. Supervisors are there to assist when available.

SNACKS

A.M. SNACKS: Cereal, cereal bars, pop-tarts, string cheese, applesauce, and clementine’s (when in season) along with milk & juice are available to students for a nominal fee.

P.M. SNACKS: Snacks are also available during the afternoon program. We try to have a variety of items during the course of each week. These snacks are offered for a nominal fee.

Snack charges range from .25 cents to .55 cents per item. **Please do not send money with your children for Kids Care snacks.** Snack charges are deducted electronically from your Kids Care account balance.

If you wish to limit the amount spent per week or do not want your child to eat snacks in the Kids Care Program, please speak with the Kids Care director.

Students are allowed to bring a snack from home; **gum, candy and soft drinks are NOT permitted.**