



BOYS & GIRLS CLUB
OF THE MISSOURI RIVER AREA

Our Mission is "To inspire and enable all young people, especially those who need us most, to realize their full potential as productive, responsible and caring citizens"

**Boys & Girls Club of the
Missouri River Area
JFK Unit
2008-2009 School Year
Parent Handbook**

Dear Parents,

Welcome to the Boys & Girls Club ó JFK Unit Before and After School Program! The JFK Unit was created to provide a safe, fun and educational environment for school age children. JFK is a state licensed, non-profit organization. The parent handbook is a valid part of the enrollment agreement between JFK and the parents or guardians of children who are enrolled. Please read it in its entirety. If you have any questions, feel free to ask your site coordinator or call me, the director, either at the office 668-9710 or on my cell phone 661-7919. You can also email me at jfkids@iw.net or check out our website at www.justforkidsyankton.com.

We hope that you and your child are happy and satisfied with the program. We are striving to provide quality educational experiences, physical activities and a safe time and place for your children to just be kids! Our goal is to provide your child with experiences that will help them stay active, healthy and intellectually stimulated!

Sincerely,
Heidi Moldenhauer
Director of Operations ó Yankton Area



JFK Unit



Phone List

* * SITE LOCATIONS * *

Beadle 661-7895

Stewart 661-7894

Webster 661-7893

Lincoln 661-7891

Sacred Heart Elem. 661-2910

DIRECTOR

Office 668-9710

Cellular 661-7919

Staff will carry cell phones during the hours of the program.

JFK Unit Hours Are:

5:35 am to 8:20 am & 3:15 pm to 6:00 pm

We encourage you to leave a message on voice mail if you're calling during off hours.

JFK UNIT DOES NOT HAVE ACCESS TO SCHOOL PHONES.

School Agreement ~

JFK has an agreement with the Yankton School District 63-3 to use certain buildings at certain times before and after regular school days. Yankton School District 63-3 is not responsible for the supervision, training or safety of your child during these times. The JFK program is completely separate from the Yankton School District 63-3 and the district is not responsible for the program in any way.

Registration and Enrollment ~

Children are admitted by properly completing the registration form. To reserve a space in the program, we request a **\$10 deposit** to hold your spot. This is a one time per school year, per family, nonrefundable registration fee. This fee is put towards funding our educational aspects of the program (arts & crafts, science projects, special speakers, etc.). The program is filled on a first come first serve basis. Children may enroll in the program any time if space is available at the site.

Special Needs Children ~

JFK will accept special needs students into the program **IF** the program is able to accommodate them and their needs. A meeting will be scheduled with the parents, site coordinator and Director to determine if the child can be accepted into the program. JFK cannot provide for children who need constant one-on-one care. This proves to change our staff ratio necessity and provides an undue financial burden. We truly wish that we could assist ALL families, but the survival of the program in the community must come first.

Fees and Payment Policy ~

Parents will be billed on a bi-weekly basis. All billing will be handled at the JFK office by the billing coordinator. If you have questions about your bill please call the office between 8:00am and 5:00pm or email us at jfkids@iw.net to speak with the billing coordinator. **A \$10 late fee will be charged for all payments that go over two weeks late and your children will no longer be able to attend until full payment is made.** The JFK Unit is a NON-PROFIT organization and we provide you with a service. We NEED your regular payments in order to maintain this community program. Thank you for understanding.

There is a \$25 service charge on all non-sufficient checks. Payment will then need to be made in the form of **money order or cash** for the amount due and for any service charges and fees incurred.

Any unpaid tuition that is not received within 4 weeks of receiving your billing statement may result in JFK taking whatever action necessary to remedy your account.

The program has 4 separate rates:

-FULL RATE-

\$5.00 per day (1 session per day)

\$7.50 per day (2 sessions per day)

-REDUCED LUNCHEES RATE-

\$4.00 per day (1 session per day)

\$6.50 per day (2 sessions per day)

-FREE LUNCHEES RATE-

\$3.00 per day (1 session per day)

\$4.50 per day (2 sessions per day)

(Note: Reduced or Free Lunch Rates need PROOF OF ELIGIBILITY.)

-NON SCHOOL DAY RATES-

\$21.00 per child

or

\$12.00 half day rate

(A half day rate will apply if the child is there in the morning **OR** afternoon, the full rate will apply if the child is there part of the morning and afternoon)

Note: The fee for non-school days includes breakfast, lunch and two snacks. Children may bring sack lunches but we request that no additional snacks or food items be brought. A sign-up sheet is provided at each site for parents to register their child/ren for non-school days. Parents must register at least **two** school days prior to the non-school day. For planning purposes, parents must also indicate on the sign-up sheet whether their child/ren will bring their lunch or if they will eat a hot lunch. If less than a total of five children sign up, JFK will not run on that day due to cost.

Payment for Non-School Days is required the morning of that non-school day and is to be paid at the site. If payment is NOT made, that child will not be able to attend.

A year-end statement of payments will also be available **no later than January 31st, 2008** in order to assist you with your income tax preparation.

TAX ID # 46-0445099

Hours of Operation ~

JFK is designed to run in conjunction with the school year during the following times:

5:35-8:30 AM

3:15-6:00 PM

JFK Non School Days will be run on Veterans & President Day, Teacher Workshops & In-service Days. Each non school day will be held at one of the JFK locations ó all parents will be notified of scheduled location. Hours are: **5:35 AM to 6:00 PM**

JFK is NOT open the following holidays:

Memorial Day

Fourth of July

Labor Day

Thanksgiving Day & Day After

Christmas Eve & Christmas Day

New Year's Day

We may be open over Christmas vacation at the non-school day rates. Please check with the site coordinator or director to confirm dates and times.

Inclement Weather ~

In the event of early dismissal due to inclement weather, the program will not be held. It is important to have a plan in place for your child on snow days. It is our goal not to endanger the lives of children or staff.

Due to JFK opening at 5:35 AM, it is possible that school could be cancelled after your child has arrived at the program. We ask that you get to the site as soon as possible to pick up your child. JFK will close once all children have been picked up. If the Site Coordinator cannot get to their JFK site due to weather, they will call their earliest families and let them know. Then they will call the rest accordingly.

Release Policy ~

Release of a child will be **only** to a parent/guardian or to an authorized individual. The Site Coordinator or Director of Operations is to be notified by the parents/guardians in person and must have any changes in writing. If there is an unusual restriction as to the parent not being allowed to visit or pick up a child by court order, the guardian must note this on the enrollment form, and instruct the Director of Operations and Site Coordinator in writing as to the extenuating circumstances. **If possible please provide a picture of the restricted person.**

NOTE: If JFK staff are suspicious that the authorized person coming to pick up a child is under the influence of alcohol or drugs, that parent or authorized person will be asked to make other arrangements for the transportation of the child. THE CHILD WILL BE KEPT AT THE SITE UNTIL SUCH ARRANGEMENTS HAVE BEEN MADE. Per their discretion, JFK staff has the right to contact authorities if the situation necessitates it.

If any person other than a parent or guardian will pick up, a **written note is required** to allow the child to be released. The authorized individual picking up will be required to show identification and their name will be compared with the list of emergency contacts or authorized persons on the registration form. No child will be released without notification from parent or guardian.

If a parent or guardian is unavailable due to an emergency and the person is listed on the registration as an authorized person, then in those circumstances the child will be released to them.

NOTE: If the person picking up (in an emergency) is not on the authorized list, an emergency contact person will be called to confirm this person's identity or authorization. All changes of authorized persons or emergency contacts need to be relayed to the site coordinator immediately.

Absences ~

If your child will not be attending on a particular day (doctor appointment, visiting friend, vacations, etc.) please send a note or call informing the absence to the Site Coordinator.

If your child is scheduled to attend and does not arrive, JFK Unit will immediately call you, the parents, to verify the whereabouts of your child. If you expected your child to attend and they did not arrive, school staff will be contacted. If further steps need to be taken, you will be asked to come to the school in order to work with JFK and school staff to ensure the safety of your child.

Pick-Up/Sign In & Out Policy ~

Children **must** be signed in and/or out by a parent or guardian daily. Please check with the Site Coordinator for the specific location at the school where your child attends.

(CHILDREN ARE NOT ALLOWED TO WAIT FOR MORNING STAFF IN THE PARKING LOT.)

Late Pick-Up ~

This policy is **STRICTLY** enforced! JFK Unit instructors have other commitments after 6:00pm. FINES are \$1.00 per child for 1-15 minutes; \$10.00 per child for each minute thereafter. (Our employees go by the time reported on their JFK site cell phones.) After 3 violations, parents will receive a written warning. The fifth violation will result in temporary dismissal & sixth violation will result in permanent dismissal.

NOTE: A violation is defined as a late pick up without a call or notification of tardiness. However, if calls & notification also continue for a lengthy period of time, this will also be cause for a violation.

Illness ~

JFK cannot provide for sick children. Please **do not send children to the program** if they are ill or contagious in any way (including head lice). You will be notified by phone if your child has become ill or is injured while attending the program. The parent is required to make **immediate** arrangements to have the child picked up.

Emergencies ~

When an emergency occurs, the Site Coordinator or Director will make every effort to contact the parent or guardian first. Then an attempt will be made to reach the person listed as the emergency contact. If no one can be reached, the ambulance will be called for medical treatment.

JFK CANNOT TRANSPORT CHILDREN.

IF A LIFE THREATENING SITUATION OCCURS, THE AMBULANCE WILL BE CONTACTED FIRST AND THEN THE PARENTS.

If an ambulance is needed, parents will be financially responsible.

If a non-life threatening situation occurs, the JFK employee will make a decision on medical treatment.

Medication ~

If medication is needed, please contact the Director of Operations or Site Coordinator at your site location for a medication form to fill out and to discuss distribution of medicine. All medication (prescription & non-prescription) to be administered by JFK Unit staff requires written and signed instructions from the parent. Medications are stored in a locked place, which is inaccessible to the children. If your child needs to take medications twice a day, please try to administer the medication in the morning before coming to JFK and in the evening after JFK. **All prescription medication must be in the ORIGINAL CONTAINER, labeled with the child's name, doctor's name, expiration date and full instructions on the label.**

Documentation of medicated distribution will be recorded on the medication authorization form. Staff administering the medications must complete the form in detail.

Snack/Breakfast ~

JFK will provide an after school snack.

JFK does not fund a breakfast program on school days. Students wishing to participate in the Yankton school district's breakfast program will be dismissed from the JFK program at 8:00, and then will return to JFK until school begins. Please see your school's policy regarding payment for their breakfast program.

Students attending the Sacred Heart Elementary site may receive breakfast at a cost of \$1.25 per meal due to the lack of a breakfast program at this school.

NOTE: In the event that your child is on a special diet or allergic to any food, JFK will work to accommodate your child. If JFK can not accommodate your child's needs you will need to provide the child's breakfast/snack. It is the parent's responsibility to notify JFK in writing of such allergies or special diets on the registration form.

Parent Involvement ~

Families are a part of the JFK program! **Parents are welcome to visit the sites at anytime!** The exchange of information about a child from the parent's perspective and the staff members can be very helpful to the family and to our program. The staff will be able to better meet the needs of your child if they are aware of things like an illness in the family, a change in living location, special fears, etc.

Parents are required to update the child's enrollment form when there is a change in an address or phone number.

Parents will be notified if there are any significant changes with our services or policies. The Director of Operations will send out Parent letters or handouts with important information.

Confidentiality ~

All records on and information about families, children and staff members will remain confidential at all times! Information that you, as parents, feel it is necessary for staff to be aware of, can be directed towards your Site Coordinator through the Director of Operations in a confidential manner.

Discipline ~

Children enrolled are expected to exhibit behavior which does not interfere with the activities and social interaction of other children.

JFK will use positive guidance discipline strategies and redirection.

All children are entitled to a pleasant, enjoyable and safe environment.

Parents will be notified in writing when a discipline problem occurs.

JFK cannot serve children who display chronically disruptive behavior.

An incident plan is a written plan of what the disruptive behavior was and how it was handled.

If a child receives one incident plan they will be suspended for 1 day.

If a child receives two incident plans they will be suspended for 1 week.

If a child receives three incident plans they will be suspended from the program for a 2 week period (immediately upon the third action plan).

If your child returns and receives a fourth incident plan he/she will be dismissed from the program for the remainder of the school year.

The child will also fill out a consequence sheet with staff assistance each time an incident plan occurs. The consequence sheet allows the child to think about what they have done and how they will change their behavior in the future.

NOTE: If a child becomes physical or harmful to another child or staff member it is an immediate incident plan.

Any child who has been dismissed from the program for disruptive behavior and wants to return the following fall/summer will be under the policy that the child is allowed only 2 incident plans before dismissal.

If your child receives two incident plans within the following fall/summer, they will be asked to withdraw from the program and they will have no further options of enrolling in the program again.

The Board of Directors, Staff, & Director must meet and review the behavior of a child who has been dismissed and is requesting to return. In this meeting they will review whether he/she will be allowed to return to the program.

Please cooperate with us in stressing the importance of good behavior patterns with your child. We want to keep JFK fun as well as safe.

Parents who demonstrate a pattern of abusive language and/or inappropriate scenes or disturbances to children, staff or other adults will be asked to withdraw their child from the program.

BEHAVIORS THAT WOULD RESULT IN IMMEDIATE GROUNDS FOR SUSPENSION ARE:

- *Possession of a weapon, contraband, drugs or other dangerous objects
- *Stealing from the program, staff, or other peers
- *Running away from the program
- *Exposing private parts of the body
- *Threatening or actual harm to self or others

FORMS OF DISCIPLINE THAT ARE ABSOLUTELY UNACCEPTABLE FROM THE CHILDREN AND STAFF MEMBERS:

- *Withholding or forcing snacks or meals!
- *Use of substances such as soap, pepper or hot pepper for punishment!
- *Hitting, pinching, shaking, spanking, or inflicting corporal punishment!
- *Restriction of movement by holding, binding or enclosing in a confined space!
- *Verbal abuse, threats or derogatory remarks about child or family!

Note: Physical or Verbal Harm to any child in the JFK Unit program from a staff member will result in **AUTOMATIC TERMINATION** and be reported to the Department of Social Services!!!

Child Abuse and Reporting Policy ~

JFK employees are mandatory reporters. Any staff members who feels that a child may have been abused or neglected is to immediately report to DSS or law enforcement. Staff members will cooperate with the DSS or law enforcement following investigation along with taking corrective action as recommended by DSS or law enforcement following investigation. In the event a staff member is being accused of child abuse, the employee will be suspended until charges are investigated. (A full background check and two sets of fingerprints are required from employees before they are hired.)

Termination of Service ~

Service will be terminated if a child is not following the discipline plan outlined in the handbook, or if the family is not paying the required fees. You will be contacted by the Director or Site Coordinator prior to action being taken. Please feel free to make an appointment to discuss any personal or financial problems you may be experiencing which affects your participation.

Personal Property ~

JFK is not responsible for lost personal property. Children should not bring money, toys, food, or other items not necessary to the program.

Thank you and welcome to the JFK Unit Program!!

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