



Saint John United Methodist Church
12700 West Highway 42, Prospect, KY 40059
(502)753-1767 Fax: (502)228-0514

ST. JOHN
Kid's Club

The fun-filled place for after school care and summer fun

2023



Dear Families,

Welcome to St. John's childcare program. St. John's Kid's Club is an outreach ministry of St. John United Methodist Church. The philosophy of St. John's Kid's Club is to promote a program which meets the fundamental needs for growth and development common to all children within a Christian faith environment. The program will offer children many fun and exciting opportunities to learn, play, and develop friendships.

Our goals are as follows:

- * To provide a family setting where children will experience a safe, secure, and enjoyable environment.
- * To provide activities that will allow the children to experience success and build self-esteem.

STARTING DATE:

The first day of Kid's Club is scheduled to begin Tuesday, May 30, 2023.

AGES:

The program is open to children entering kindergarten through 5th grade.

HOURS:

- * Monday through Friday, from 7:30 a.m. to 6:00 p.m.
- * We will be **CLOSED** Monday, May 29, in observance of Memorial Day
- * We will be **CLOSED** Tuesday, July 4, in observance of Independence Day

STAFF:

The staff consists of adults who are interested in children and their well-being. Each staff member participates in yearly ongoing education in School Age Childcare.

All Directors and lead teachers are certified in child/adult CPR and Red Cross First Aid.

Staff ratio will be 1 adult per 10 to 15 students.

Program directors are always available for your questions and concerns.

Cheryl McClain, Director
Tina Gray, Assistant Director

Due to insurance liabilities, the staff of St. John After School Adventures, are unable to transport any children from the premises. **NO EXCEPTIONS

Tuition:

Full-Time

FIVE DAYS PER WEEK *5 days' vacation per child – must be used *consecutively*.

- \$135.00 week/child (\$27/day)
- \$257.00 week/2 children (-10% = + \$122/week ~ \$24.40/day)
- \$372.00 week/3 children (-15% = + \$115/week ~ \$23/day)

Part-Time

THREE DAYS PER WEEK *3 days' vacation per child - must be used *consecutively*.

- \$107.00 week/child (\$35.66/day)
- \$182.00 week/2 children (-10% = +\$97/week ~ \$32.33/day)
- \$277.00 week/3 children (-15% = +\$91/week ~ \$30.33/day)

TWO DAYS PER WEEK *2 days' vacation per child – must be used *consecutively*.

- \$80.00 week/child (\$40/day)
- \$152.00 week/2 children (-10% = +\$72/week ~ \$36/day)
- \$220.00/3 children (-15% = +\$68/week ~ \$34/day)

Registration Fees:

- \$60.00 First child
- \$110.00 Family

***** Please note that you will be responsible for activity fees on the days you have contracted for that are field trip days. Credit will not be given if your child does not attend the field trip.**

***** We do offer scholarships for those in need. Please contact Cheryl or Tina for application forms.**

\$50.00/day/per child LATE NOTICE/DROP IN (*if space is available*)

- The above rates include two snacks.
- You must indicate what days your child will attend. ***You are responsible for paying for the days we are in session, regardless of whether your child attends (unless you use vacation week).***
- On special days, we will be serving (optional) lunch at \$4.00 per child.
- On Field Trip days there will be a charge, amount to be determined, per field trip per child.

TUITION GUIDELINES:

- * As stated in the signed Tuition Agreement, you will receive an invoice via your ProCare app every Tuesday. Payment is due Friday, every week.
- * A late fee will be automatically assessed via the ProCare app if tuition has not been received by 12 p.m. the following Monday. The late charge is \$5.00.
- * Receipts and statements can be printed directly from the ProCare website, procare.com.
- * If using a week of your vacation credit, we must have it in writing 1 (one) week prior to the week intended to be used. There are forms available at the parents' pickup station.
- * If you need to withdraw your child(ren) from the Kid's Club program, you will need to give **2 WEEKS WRITTEN NOTICE**.
- * An additional \$10.00/child fee will be due upon registration for St. John's Kid's Club T-shirt. These shirts will be worn on field trip days. We will keep them at St. John's, labeling them for each child, and send them home with your child(ren) the last day of summer camp.

SIGN IN AND SIGN OUT PROCEDURES:

- * Parents must sign your child in upon arrival and at pick up (daily). This is done by scanning a provided QR code and signing your child out via the ProCare app.
- * Authorized persons, other than parents, are advised to have photo I.D. cards to show personnel upon release of child, and must sign their name, date, and time next to your child's name on a pickup log.
- * If a situation occurs where a person does not have proper identification or is not listed on the registration form for release of a child, the child is kept on the church grounds until the legal parents or guardians are notified.
- * **The program closes at 6:00 p.m. If you are late, the charge will be \$5.00 for the first five minutes. Beginning at 6:06 p.m., the charge is \$2.00 per minute. After 6:30 p.m. the charge is \$5.00 per minute. Payment for the late amount is due by Friday at 6:00 p.m.**
- * In case of emergency call After School Adventures at 502-753-1767. If we do not answer, please call the church office at 502-228-2897 ext. 0 and someone will assist.
- * **If your child is unable to attend you must notify St. John's Kid's Club at 753-1767 or leave a message on the ProCare app.**

REGISTRATION

- * Registration forms must be filled out before the child attends.
- * A **non-refundable** registration fee of \$60.00/1 child or \$110.00/family registration fee must be paid before your child attends, or a spot is held for them.
- * A current Kentucky Immunization Certificates are due on the first day of the program, unless we have an up-to-date form in our files.
- * You will be responsible for payment for the contracted days.
- * One week's advance notification in writing must be given to the Directors to receive your vacation days. Forms are available in front of the St. John's Kid's Club office.
- * Please inform us 2 weeks in advance of any changes to your contract. We will budget accordingly, so with the exception of emergencies, you will be responsible for payment.
- * Registration is handled on a first come, first served basis. All applications received after the program is full will be placed on a first come, first served waiting list.
- * Returned check policy is as follows: 1st return fee will be \$25.00, and the 2nd returned fee will be \$35.00. After a 2nd returned check, we will be asking for payment in forms of cash, money order, or cashier check. This will be for the remainder of your child's stay at St. John.

DAILY ACTIVITIES:

The daily activities will include, but not be limited to the following daily plan of activities:

***Free Time:** Children will have plenty of opportunities to engage in free play and socialization. A variety of games, toys, puzzles, and craft supplies are available. The staff will encourage all children to participate in group activity on a regular basis.

***Snack Time:** At least 20 minutes will be allocated to snack time. Milk or juice, and a nutritious snack will be provided as regulated by the Kentucky Cabinet for Health and Family Services and will be included in the fee.

***Outdoor Activities:** As weather permits, outdoor activities will be scheduled. They will be supervised, organized and sequential in nature. They will include team games, locomotion skills, exercises, or playground time. Please have child dress accordingly or bring appropriate clothing.

Incorporated on a weekly basis into the four general categories above, there will be a plan of activities that may contain the following:

- * Arts and crafts instruction or timely individual or group projects.
- * Music appreciation or sing-along sessions or music activities using movement or action songs.
- * Exploring drama and creative movement activities.
- * Science experiments and projects
- * Cooking

Extra Activities:

- * Chapel (every Friday)
- * Newsletters will be available to families on a periodic basis on the ProCare app.
- * Monthly Birthday Recognition
- * Special events and holiday celebrations
- * Movement with Ms. Sanders (every Wednesday)
- * Field Trips: Park, bowling, Defy, etc., every Tuesday and swimming every Thursday.

DRESS:

Children should be allowed to experience all types of activities, therefore,

- * Children should wear play clothes and tennis shoes or low strap sandals (NO FLIP FLOPS).
- * Appropriate outdoor clothing should be worn.
- * Please do not allow your child to wear a hat.

WHAT TO BRING:

- * Children should bring a **LABELED** water bottle and backpack or school bag to carry items *every day*. ***PLEASE LABEL!***
- * Your child will need to bring their lunch and a drink. There is no refrigeration.
- * Electronics will be allowed on MONDAYS and FRIDAYS ONLY. Please have your child(ren)'s electronics FULLY CHARGED and LABELED. We do not have the outlets or extra charges available to charge all the electronics. There will be limited use of electronics on those days: mornings and evenings for a maximum of 30 minutes.
- * Children should not bring sharp objects, candy, toys, or money. The daily schedule will adequately occupy your child's time. Personal items are not necessary and can be lost or damaged.
- * A lost and found will be maintained for misplaced items.

MEDICATIONS:

Only doctor-prescribed medication will be administered by the staff under the following conditions:

1. Medicine must be brought in the original container to the program by a parent.
2. A parent must sign Authorization for Medication Form (with directors).
3. The child's name must be on the container.
4. No other medication will be administered unless written instructions are provided from the doctor.

Our state regulations classify sunscreen as a medication so you will need to sign a release for us to reapply sunscreen to your child throughout the day. **PLEASE APPLY A LAYER OF SUNSCREEN TO YOUR CHILD(REN) before they attend each day.**

HEALTH RULES:

- * If your child has been exposed to ANY CONTAGIOUS DISEASE or has contracted more serious childhood illnesses such as Covid, measles, mumps, rubella, scarlet fever, strep infections, hepatitis, chicken pox, head lice, scabies, impetigo, flu, etc. PLEASE contact us **immediately**. We reserve the right to restrict attendance. We will notify parents if their child has been exposed to any serious childhood disease/illness.
- * Make sure that when your child is in attendance, he/she is well enough to participate in all indoor and outdoor activities. Tennis shoes are preferred so children can participate in the activities.
- * Should a child become sick or injured while in attendance, parents will be notified immediately. If a child becomes ill during the day, the parent or designated person shall be contacted immediately, and arrangements shall be made for the child to be picked up from the program. A child should be fever free for at least 24 hours before returning to the program. You will receive a copy of any accident/illness form via the ProCare app.
- * **Please note that we are required by law to report any physical or sexual abuse that we become aware of.**

DISCIPLINE POLICY:

We approach discipline in a positive and consistent way. We will exercise understanding of individual needs and child developmental levels when using discipline. Rules, expectations, and limitations are simple and understandable and will be communicated to all children.

Disciplinary action will be taken if a child is disruptive to the activities of the center or is a threat to the safety of another child or himself.

Discipline will be constructive in nature, employing such methods as redirection, separation, positive reinforcement.

We will not use spanking or corporal punishment of any kind. If daily rules are broken, disciplinary action will be as follows:

1st offense - Redirect action to a positive form and discuss inappropriate behavior with the child.

2nd offense - Remove child from the activity.

3rd offense - Conference with parents.

4th offense – Child will be asked to be picked up and remain home the following day. You will still be responsible for payment for missed days.

If a child's conduct continues to be unacceptable his/her participation in the program **MAY BE TERMINATED.**

Golden Rules Laws

(to be obeyed by all at St. John AfterSchool Adventures)

Respect Each Other

Respect Teachers

Respect Equipment

Parents... Please check at "The Parents Corner" bulletin board/dry erase board in front of the St. John's Kid's Club office for any updates and daily changes.

ATTENDANCE

If your child is not going to be in attendance, please notify the program *as soon as possible*. There is an answering machine to take your message anytime day or night at (502) 753-1767.

MAILING ADDRESS AND PHONE NUMBERS

All correspondence and payments can be mailed to:

After School Adventures
St. John United Methodist Church
12700 W. U.S. Highway 42
Prospect, KY 40059

Phone: (502) 753-1767

FAX: (502) 228-0514

St. John's Kid's Club is a state licensed childcare facility and regulated by The Kentucky Cabinet for Health and Family Services. St. John's Kid's Club is operated by and affiliated with St. John United Methodist Church.

**ST. JOHN CHILD CARE EMERGENCY/DISASTER PREPAREDNESS
PARENT INFORMATION FORM FOR REUNIFICATION**

Name of Provider/Program	St. John Afterschool/ Kids Club Camp
Program address	12700 West U.S. Highway 42 Prospect, KY 40059
Emergency/ Disaster contact at the childcare program	Cheryl McClain
Phone number of emergency/disaster contact	502-753-1767
Cell phone of emergency/disaster contact (Please do not call cell phone number during non-emergencies; it will not be turned on.)	502-599-6545
In the event the facility\home must be evacuated because of an emergency/disaster, the staff and children will leave the building and gather in the immediate area at	Across the front parking lot at the tree line. In the case of inclement weather, we will walk across the parking lot and be in the multi-purpose room of;
In the event the facility\home must be evacuated because of an emergency/disaster in the immediate area the children and staff will be transported by foot to:	Southeast River Valley Campus
The address, phone number, and contact person at the relocation site is	12650 West US Hwy. 42; Prospect, KY 40026 502-753-1767 Contact Person: Cheryl McClain 502-381-1134
If the first relocation is not accessible, the children and staff will be transported by church vans and staff vehicles to:	Christ Church United Methodist 4614 Brownsboro Road Louisville, KY 40207 502-897-6421 Contact: Colleen Pittman, Preschool Director
If necessary, children will be transported to this health care facility	Norton Children's Hospital
Address, phone number, and position title of contact at health care facility	4910 Chamberlain Lane Louisville, Ky. 40241 (502) 446-5000

* Please see your childcare provider if you would like to review the complete emergency/disaster preparedness plan.