



## Kids Klub Policies 2020-21

1. Any child left at Kids Klub after school past **5:30 PM** will be given a \$25.00 late fee per child & must be paid in full PRIOR to the child (ren) returning to Kids Klub. **Two** violations of late pick up will result in the loss of use of Kids Klub for your child (ren). Kids Klub will close this year at 5:30 in order to ensure proper sanitization of supplies and surfaces by our custodial staff.
2. Any child left at Kids Klub 15 minutes past closing time (5:45) without contact from a parent or guardian will be turned over to law enforcement and they will attempt to make contact with parent/guardian.
3. Children receiving a scholarship to attend Kids Klub must attend 3+ days per week in order to continue receiving scholarship funds. Warning letter will be sent for first violation, second warning letter will result in loss of use of Kids Klub. This policy is for after school and summer.
4. Children with a fever of 100 degrees or higher will be sent home. (NPPS district covid-19 policies apply for the 2020-21 school year; please visit [www.nppsd.org](http://www.nppsd.org) for the most up to date information)
5. Children with head lice will be sent home until lice are treated & gone.
6. Behavior that results in violence towards staff, students or property of NPPS will not be tolerated. Behavior infractions will be handled on a case-by-case basis. TWO write-ups and being sent home for behavior infractions will result in the loss of use of Kids Klub. This includes students, parents, guardians or anyone else who violates this policy during after school time.
7. Once you lose the privilege of coming to Kids Klub, your child's spot will be given to someone on our waiting list.
8. Any child who runs off the property of any school during Kids Klub time will be removed from the program immediately.
9. Any child who runs off the property of any school during Kids Klub time will have law enforcement called and they will be reported as a runaway. Kids Klub staff MAY NOT chase any child who runs from them. This leaves other students unsupervised.
10. Kids Klub is an after school program, not a daycare, therefore we must follow the policies and procedures of the NPPSD.
11. Any child suspended from school during the day will NOT be allowed to attend Kids Klub in the afternoon. This applies for in-school or out of school suspension.
12. Any child registered for a mega day who does not call to cancel prior to the mega day will be given a fee of \$30.00 for no-show, regardless of their free or reduced lunch status. This includes scholarship students. (\*for now, there are NO MEGA DAYS; we will reevaluate this in January)
13. Current address, phone number, employer information and emergency contact information is required of ALL Kids Klub attendees. **If any of this information changes throughout the year you must inform Kids Klub staff of these changes.**
14. Children requiring medication MUST have a separate dose sent in its original bottle for use during Kids Klub time. This includes inhalers, epi-pens, and maintenance dose medications. Permission to administer these medications must be given to Kids Klub. Ask your site-

coordinator for a med permission sheet. School offices are locked at 4:00 p.m. and we are unable to access office medication.

15. By signing an enrollment form you are giving Kids Klub staff permission to take your child's picture while in our care. If your child is unable to be photographed, please inform our staff.
16. By signing an enrollment form you give Kids Klub permission to transport your children to and from activities by a NPPSD approved and trained bus driver.
17. Issues regarding custody must be accompanied by appropriate documentation. Court documents will need to be on file with our staff.
18. Restroom accidents will be handled by calling the parent/guardian and requesting a change of clothing and assistance in clean-up for the child. Kids Klub staff is **not permitted** to assist a child with the removal of soiled clothing.
19. Students in our care are disciplined with the use of a time-out system. No use of time-out rooms or use of holds on any children in our care will be utilized. If a time-out does not work for a student, their parent/guardian will be required to come and get them from our program for the day. Children will not be punished by refusing food (i.e. snack or lunch). However, food related activities or projects can be taken away as loss of privilege due to behavior.
20. Any child found with a weapon or other prohibited item in their possession at Kids Klub will be handled in the same way that NPPSD handles this infraction. See parent/student handbook.
21. Cody, Jefferson, Lincoln, and Washington are funded by 21<sup>st</sup> Century Grant money and will require additional paperwork in the form of surveys. These one page surveys are given to parents/guardians/students in March & April and are a requirement of our grant. Thank you for completing these when they come out.
22. Each Kids Klub site has its own cell phone number. Please see your coordinator for that number if you don't already know it.
23. Failure to follow ANY required regulations due to COVID-19 will result in immediate loss of the use of Kids Klub. NPPS will continue to communicate changes in these requirements. If your child is required to wear a mask during the school day, he or she will also need to wear them during Kids Klub.

Due to COVID-19 and the ever changing DHM's, Kids Klub may close with little to no notice due to staff/building exposure.

At this time there will be a limited number of enrolled students at each site and Mega Days will be on hold until January.

Thank you for your support and understanding during this unprecedented time in our lives.

If you have questions, please do not hesitate to reach out to me. 308-696-3360 or [clienemann@nppsd.org](mailto:clienemann@nppsd.org) or via our Kids Klub Facebook & Twitter accounts.

Carrie Lienemann, Director