



Parent Handbook 2024 - 2025

Penn-Harris-Madison School Corporation
55900 Bittersweet Road Mishawaka, Indiana 46545

Binti Shah – Director
574-258-9514

Ashley Stoffl - Assistant Program Coordinator
574-258-9587

Diane Dyer - Assistant Program Coordinator
574-367-3445

Fax: 574-254-9087
www.phmschools.org

You must complete the 2 Step Kids Club online registration and wait for the site coordinator's approval email before your child can begin attending.

Penn-Harris-Madison Kids Club
Parent Handbook
2024 - 2025 School Year

Welcome to the Penn-Harris-Madison Kids Club, a school-based, year-round childcare program. Kids Club provides before-and-after-school care for children in kindergarten through fifth grade on days that school is in session. During fall, winter and spring breaks, Kids Club will provide childcare at one location and two locations for summer break. This Parent Handbook is available on the website and is a part of the enrollment agreement between Kids Club and the parents or guardians of the children enrolled in the program. By enrolling, you affirm that you have read, acknowledged and agreed with the handbook and its content.

Kids Club is committed to providing quality child care. The program offers a variety of activities for children including recreation and games, arts and crafts, reading, field trips, music, quiet time for homework and free time for children to pursue their own interests in a safe and friendly environment.

It is the policy of this Corporation to provide an equal opportunity for all students, regardless of race, color, creed, disability, religion, gender, ancestry, age, national origin, place of residence within the boundaries of the Corporation, or social or economic background, to learn through curriculum offered in this Corporation.

Table of Contents

Section 1 – Parent Expectations of Kids Club	4
Section 2 – Kids Club Expectations of Parents	4
Section 3 – Children’s Expectations	4
Section 4 – Kids Club Expectations of Children	4
Section 5 – Fees and Payment Policy	4
Section 6 – Internal Revenue Service	6
Section 7 – Fees Assistance	6
Section 8 – Registration	7
Section 9 Enrollment Eligibility.....	7
Section 10 – Hours of Operation.....	7
Section 11 – Absences.....	7
Section 12 – Release of Children	8
Section 13 – Scheduled and Unscheduled School Cancellations, Delays and Closings.....	8
Section 14 – Distribution of Medication	8
Section 15 – Health and Safety	8
Section 16 - Communication	10
Section 17 – Field Trips	10
Section 18 – Breakfast and Snack.....	10
Section 19 – Children’s Personal Property	10
Section 20 – Visitors and Observations	11
Section 21 – Discipline	11
Section 22 – Discharge from Kids Club.....	11
Section 23 - Child Custody	12

Section 1 – Parent Expectations of Kids Club

Parents may expect that: Their child is cared for in a safe and supportive environment. They will be able to communicate on a regular basis with the Site Coordinator. They will be told about any misbehavior or other problems related to their child. They will be contacted promptly if their child fails to arrive at Kids Club as indicated by enrollment information. They will receive regular communications about Kids Club activities.

Section 2 – Kids Club Expectations of Parents

Kids Club expects parents to: Pay fees on time and to pay the correct amount due according to Kids Club billing prices. Keep the child's address and records up-to-date, including medications, IEP and court documents. (see p.11). Keep track of expenses for tax purposes; Pick up children on time. Follow health and safety policies. Contact the site coordinator in writing in advance if their child will not be attending. For safety purposes any long term morning or afternoon schedule changes need to be communicated in writing. Cooperate with the site coordinator to improve their child's behavior if necessary. Sign their child in and out on the kiosk/laptop each day, including break days. Failure to do so may result in suspension from the program. Parents should notify the Site Coordinator if any of the information contained in ProCare needs to be updated, such as emergency phone numbers or emails.

Section 3 – Children's Expectations

Children may expect to: Have a safe and supportive environment. Share program equipment, materials and facilities on an equal basis. Be treated with respect. Receive discipline that is fair and non-punitive. Receive nurturing care from staff members who are actively involved in their activities. Children are encouraged to participate in groups and do activities with others based on age, grades and interests.

Section 4 – Kids Club Expectations of Children

Kids Club expects children to: Be responsible for their actions. Adhere to school rules that guide them during the school day and at Kids Club. Remain with the group and childcare staff at all times. Take care of equipment and materials and assist with putting things away. Clean up and throw away trash after snack, keep track of their personal belongings - such as backpack, water bottle, jacket, snow gear, etc.

Section 5 – Fees and Payment Policy

Kids Club is a self-supporting program funded by parental fees for service. Penn-Harris-Madison School Corporation provides an in-kind contribution through the provision of school facilities and administrative support. Childcare is offered for a full week only. This fee is calculated for four days (you are not charged for the fifth day) per week for all childcare while school is in session. The weeks shorter than four days are adjusted (*See below). The annual, non-refundable registration fee is \$35 per child. It is suggested that all payments be made with ACH payments or pay with credit or debit cards. **Fees are due every Monday in advance of childcare.** A 10% discount is applied to each additional sibling enrolled in Kids Club. Families electing to pay for services in advance are welcome to pay for one month ahead. Families that choose to pay for the semester in full will receive a 10% discount for each child (The additional Sibling discount will not apply). In order to take

advantage of this discount, payment needs to be made within two (2) weeks of the start date for each semester. It is the parents' responsibility to keep track of their account balance through myprocare.com. The account payer has access to view and make payment directly at the kiosk any time. Refunds will be given for overpayment for students if they transfer out of the school corporation. If over payment occurs for a current PHM student, it can be applied to future Kids Club use or refunded if the student is no longer eligible.

Parents have the option of setting up a Recurring Payment each month or week. Email kids-club-office-grp@phm.k12.in.us or speak to your site coordinator to request a link be sent to your phone and/or email to set up your payment authorization request. The link is valid for only 24 hours once it has been sent to you.

Overdue Fees

- **Fees are due every Monday in advance of childcare.** If payments are late, the student may be suspended from Kids Club following a review process and 1-week notification to the parent.
- If your services are discontinued because of late payments and you want to re-enroll your child in Kids Club, you will have to pay all delinquent charges in full and follow the registration process with payment in advance for the 1st week.
- Your child can begin attending once the payment has been received. If the Kids Club location is full, you will be notified in advance and the student will be placed on a waiting list.
- Accounts turned over to collections will not be allowed to continue in the program until all fees are satisfied.
- After services have been discontinued 3 times for late payment or non-payment, the child will be permanently ineligible to attend Kids Club.

Insufficient fund checks are considered nonpayment of fees and if fees are not paid in full by cash or money order within two weeks, childcare services will be suspended. Fees must be paid in full before the child is reinstated. The parent understands that he/she assumes all responsibility for collection agency, and legal or court fees associated with the collection of an account, if that becomes necessary.

Kids Club is offered on school days. Families can sign up for mornings only, afternoons only or both morning and afternoon. Fees are set on an annual school year basis. The school day fees for 2024 - 2025 are as follows:

Morning and Afternoons

\$60 per week

Morning Only

\$40 per week

Afternoon Only

\$55 per week

*Accounts will be adjusted for weeks that are **less than four days**.

PHM has two scheduled weeks that are less than four days:

August 19th (3 days: \$45 for Morning & Afternoon, \$30 Morning Only, \$41 Afternoon Only)

November 25th (2 days: \$30 for Morning & Afternoon, \$20 Morning Only, \$28 Afternoon Only)

(Also see Section 13 for Unscheduled School Cancellations, Delays, and Closings).

Drop-In Childcare

Kids Club will accept drop-ins if Kids Club has the space. The online registration form and ProCare information has to be submitted **prior** to the drop-in. Drop-in is emergency / back-up childcare needed only occasionally. Childcare needed regularly (e.g. 2 times a week) is not considered as drop-in. The students need to be registered and will be billed each week.

Drop-In Rates

The drop-in rate is \$20 for each morning or afternoon session.

Kids Club during Summer and School Breaks

Full day childcare is available during summer, fall, winter and spring breaks. Kids Club will be open from 6:30 a.m. to 6:00 p.m. during these breaks. Kids Club will operate at two locations for summer and one location for fall, winter, and spring breaks, respectively. A limited number of students will be accommodated in each school based on first come first serve basis. Fees vary for each session.

During the summer, Kids Club will be open from 6:30 a.m. to 6:00 p.m. There is an activity fee and daily rate for the summer. The child has to be actively attending or the parent has to pay the registration fee of \$35 if the child is either withdrawn or new to the program. Payment is due every Monday, or the first day your child attends each week. A 10% discount is available for families that pay for the whole summer on or before the first day of summer Kids Club. Kids Club will not operate on the first two days and the last two days of summer break.

Kids Club is closed on the following days: Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day, Christmas Day, New Year's Eve Day, New Year's Day, Martin Luther King, Jr. Day, Presidents' Day, Good Friday, Memorial Day, Fourth of July and Election days.

Please check the P-H-M website for specific information regarding the [Kids Club](#) program during school breaks and the summer.

Section 6 – Internal Revenue Service

Parents are responsible for keeping track of childcare expenses for tax purposes. Parents will be able to access the monthly / annual fee statements for tax purposes on ProCare. Kids Club does not provide an individual statement of expenses for parents. *The taxpayer ID number is 35-6207546.*

Section 7 – Fees Assistance

Kids Club will provide a limited amount of financial assistance to families that qualify for the free

or reduced lunch program at the school. Parents are expected to email a copy of the approval document to the director in order to avail the discounts. Discounts will be issued from the date the email is received and is valid for a year. Please contact the director at (574) 258-9514 for more information.

Section 8 – Registration

Parents must complete a Request for Registration form on the PHM website. A ProCare registration Link will be sent out to these families based on the spots available. The ProCare Registration must be complete along with the \$35 Registration Fee. Both forms must be filled out in order for your child to be given a start date or be placed on a waitlist. **Do not send them to the program without completing these steps.** The Site coordinator at your school will contact you with this information. Please reach out to them with any questions. Families are encouraged to register their students by July 1st as there is limited capacity.

Section 9 Enrollment Eligibility

To be eligible to register for the school year program, a child must be enrolled in grades K-5 and attend. Students are expected to have basic essential independent bathroom skills. Kids Club does not offer diaper changing or help with bathroom skills. Students should not be in diapers or pull ups. If a temporary (2 weeks or less) medical conditions arises where a pull up is needed, please set up a meeting with the Kids Club office and site coordinator to discuss. It is the parent's responsibility to be available to take care of the child's hygiene or to pick the child up if necessary. Four-year-old children enrolled in the ELA preschool program at a P-H-M school are also eligible to attend. Parents wishing to withdraw a child from the program must provide written notice to the site coordinator two weeks in advance. If the parent decides to re-enroll the child, they will follow the normal registration process including the registration fee.

Summer Kids Club is limited to current Kindergarten through 5th graders. Non P-H-M students can sign up for Summer Kids Club too. Students are not eligible to enroll if their family account has an outstanding balance from previous Kids Club services used.

Section 10 – Hours of Operation

A keypad is located at each Kids Club exterior entrance. The parent or guardian will be provided with the code to access Kids Club. The morning program opens at 6:30 a.m. and operates until school starts. Children are not accepted until 6:30 a.m. Parents who leave children prior to 6:30 a.m. will be assessed \$1 per minute for childcare. The afternoon program begins at the end of school and operates until 6:00 p.m. Parents must pick their children up on or before 6:00 p.m. or face an overtime fee of \$1 per minute. Childcare service may be suspended for one week if more than three overtime charges occur. The site coordinator, assistant program coordinators and program director will determine if suspension is warranted. **For safety, parents must sign their children in and out daily.**

Section 11 – Absences

If your child will be absent from Kids Club because of a scheduled appointment, vacation, or other planned absence, please notify the site coordinator, in writing, in advance. In case of illness, when you call the school to report the absence or when you pick up your child from school, you must also call Kids Club. During full day childcare, parents should call the site coordinator's cell phone.

Without prior notice, an absence may be mistaken for a missing child. If a child does not arrive at the program as scheduled, the site coordinator will contact the parents. If a parent cannot be reached, the site coordinator will contact an emergency contact person. No credit will be given if the child is absent for illness, vacation or other events.

Section 12 – Release of Children

Children must arrive and depart from the program according to the schedule submitted by parents on the Registration Form. Children will not be allowed to leave with any person other than their parent(s) or guardian unless permission has been submitted to the site coordinator in writing or by a phone call in an emergency. If special arrival/departure instructions are necessary, the parent needs to inform the same to the site coordinator in advance. This procedure applies to extracurricular activities also. During the school year, if it is a child's regularly scheduled day for Kids Club and the staff does not have a note or call from the parent/guardian, the child will be kept in Kids Club. It is school policy that parents and/or children are not allowed back into the classrooms once the school day is over.

Section 13 – Scheduled and Unscheduled School Cancellations, Delays and Closings

Unscheduled School Cancellation—Kids Club will be closed on days when school is canceled due to weather, power failure, or any other reason. If Kids Club has been unable to operate due to a full day forced school closure, no refund / credits will be given. For unexpected extended school cancellations, a refund can be credited back to a families account upon request if they originally paid with a debit or credit card that is linked to their Tuition Express account. Five or more consecutive days is considered as extended school cancellations.

- *Unscheduled School Delay*—Kids Club will be closed in the morning if school is delayed due to weather, power failure or any other reason.
- *Unscheduled Early Dismissal*—Kids Club is closed when school is dismissed early due to weather, power failure or any other reason.
- *Cancellation of Evening Activities*—In most instances, Kids Club will operate if there has been school during the day even if P-H-M cancels after-school activities. If Kids Club is canceled after a day of school, then the site coordinator and staff members will call, email or text every parent.
- *Unscheduled Cancellation on Fall, Winter, Spring and Summer Break Days, Recess Days, -* Kids Club will be closed on any of the above days when the administration determines it is necessary due to weather, power failure or any other reason related to safety.

Section 14 – Distribution of Medication

Please contact your child's Site Coordinator and school health aide to discuss your child's medication requirements and administration needs. For safety purposes it is best if your student's medication can be administered before 3:30pm (By the school office) or once picked up. If a child requires emergency medication, such as an Epi pen or an inhaler, parents must provide additional medication to the site coordinator and complete the authorization form.

Section 15 – Health and Safety

Any child with a known medical condition such as asthma, diabetes, seizure disorder or other chronic

health problem cannot be enrolled without written emergency instructions from the parent in case an emergency situation should arise at Kids Club. An up-to-date Medication Authorization Form must be on file. Parents are encouraged to give their child all medications before dropping them off in the morning. Kindly schedule a meeting with the school health aide and Kids Club site coordinator to help us to understand the child's needs.

If a child has prescribed emergency medications such as an inhaler or EpiPen, parents must provide Kids Club with additional medication and follow the Prescribed Medications protocol described in the student handbook. Kids Club employees do not have access to the school's health office once the health aide has left for the day.

Kids Club provides large and small group supervision. Kids Club does not provide one on one support. If your child requires one on one supervision during the school day, or requires special accommodations please schedule a meeting with the Kids Club site coordinators and Kids Club Admins to evaluate whether Kids Club is able to meet your child's needs.

If your student has an injury or condition where he cannot participate in Kids Club activities, he will be placed in a group which will allow them to stay safe, but we cannot accommodate one-on-one supervision.

Kids Club will utilize the outdoors and playground during the winter months, following the school policy in regards to temperature and recess. Please be sure to dress your child appropriately. If a child has one or more of the following conditions, you will be called to pick up your child:

- Fever of 100 degrees or higher: home until s/he has been fever free for 24 hours.
- Vomiting: home until s/he can keep food down and is free of symptoms for 24 hours.
- Diarrhea: home until s/he is free of symptoms for 24 hours.
- Pink eye (conjunctivitis): home until s/he has been on antibiotic eye medication for 24 hours.
- Strep Throat: home until s/he is fever free and has been on antibiotics for 24 hours.
- Chicken Pox: home for one week after the first pox appears or all pox are dry and crusted.
- Unexplained rash, blisters, or draining sores: children should be seen by their health care provider for a diagnosis.

In order to minimize the spread of infectious disease, staff members will wash their hands upon arrival at the program site, before preparing snacks and after leaving the bathroom. Children will be required to wash their hands before eating and after using the bathroom.

In the case of an accident or illness, parents will be notified immediately. If necessary, the child will be taken by ambulance or emergency vehicle to the nearest local hospital for treatment.

Kids Club staff will make every effort to keep a child from getting into a vehicle with a parent or guardian who is under the influence of drugs or alcohol. Staff members have been instructed to call the police if necessary.

Any Kids Club employee who suspects child abuse or neglect, will inform the school principal/ Kids Club director immediately and appropriate notifications will be made under Indiana Law.

Section 16 – Communication

Communication is important to the successful operation of Kids Club. All Site Coordinators have school voice mail, email and a cell phone. Parents may call the voicemail from a touchtone phone 24 hours a day, seven days a week, to leave a message. Site Coordinator's check their voicemail daily and respond to calls in a timely manner. Penn-Harris-Madison School Corporation's website is www.phmschools.org.

During fall, winter, spring and summer breaks, and recess days, parents can reach the assistant program coordinators at (574) 258-9587 or (574) 367-3445 or the Kids Club director at (574) 258-9514 if necessary.

Kids Club Site Cell Phones

Bittersweet	(574) 299-3976
Elm Road	(574) 261-9969
Elsie Rogers	(574) 299-3827
Horizon	(574) 299-3830
Mary Frank	(574) 261-9981
Meadow's Edge	(574) 274-8864
Moran	(574) 299-3970
Northpoint	(574) 261-9974
Prairie Vista	(574) 299-3971
Walt Disney	(574) 299-3829

Section 17 – Field Trips

To enrich the Kids Club experience, children may have the opportunity to go on field trips during winter and spring breaks. The cost of field trips is in addition to regular fees and will cost at least \$10 per trip. Children will be transported on P-H-M buses. At least one week in advance, parents will receive information on a field trip and they must sign and return a permission slip. Children should not bring money on field trips.

Section 18 – Breakfast and Snack

During Kids Club when school is in session, a light breakfast is served at approximately 7:15 a.m. in early start schools or 8:20 a.m. in late start schools. A snack is provided in the afternoon. On days that Kids Club is open but school is not in session, a morning snack will be served around 8:00 a.m. The afternoon snack will be served close to 3:00 p.m. Families will be responsible for providing children with their own breakfast, brown bag lunch and drink on these days.

Section 19 – Children's Personal Property

Personal property belonging to Kids Club children such as coats and school bags must be cleared from the childcare room after each session of the program. Kids Club staff will place all personal

property remaining after one week in the school's lost and found area. Kids Club staff are not responsible for the personal property of the children. Children are not allowed to bring money, toys, food, video games or other items to Kids Club unless the site coordinator has granted special permission. Items brought to school for special days like cell phones, stuffed toys, fundraiser chocolates etc. need to stay inside the school bag during Kids Club. Staff is not responsible for lost items.

Section 20 – Visitors and Observations

Parents and guardians are welcome to observe a Kids Club site as long as they obtain permission from the site coordinator in advance. Visiting children may not participate in Kids Club activities for reasons related to liability and providing adequate supervision.

Section 21 – Discipline

The goal of discipline is to maintain a safe, pleasant environment for children and staff and to encourage children to be happy, cooperative participants in the program. Effective discipline should:

- Develop self-control and responsibility for one's own actions
- Foster respect for the rights and feelings of others
- Teach skills for resolving conflicts

Staff members will use positive techniques for guiding children. Positive reinforcement will be used to encourage good behavior.

Section 22 – Discharge from Kids Club

Disruptive behavior is defined as verbal or physical activity, which may include, but is not limited to, behavior that is disruptive or unsafe, inflicts physical or emotional harm on other children or the staff, or ongoing disregard for Kids Club rules. Parents are encouraged to keep the site coordinator updated on any lifestyle changes or struggles their child might be going through. This will allow our Kids Club staff to be responsive to our students' needs. If a child cannot abide by Kids Club rules, he or she may be suspended or even discharged from the program. In most cases, disruptive behavior will be dealt with in the following manner:

- A staff member will talk with the child and the child will receive a time-out to cool off and think about his or her actions.
- If a second time-out is necessary in a single day, the site coordinator will fill out a Behavior Report that will be given to the parent or guardian to read, sign and keep a copy. The report will be returned to Kids Club and filed with the child's enrollment information. If a parent refuses to sign a copy it will still be considered a write-up.
- If a child receives three written behavior-related reports, the child will be suspended effective at the end of the day of the third report and, if necessary, the parent may be called to pick up the child. During the first week of suspension, a combination of some of the following people (site coordinator, assistant program coordinator, director, principal) will meet with the parent(s) in order to determine conditions for reinstatement. Parents are responsible for fees during suspension.
- If, after a child is reinstated, and he or she receives one more behavior-related report, the site coordinator will suspend the child immediately including, if necessary, calling a parent to come and get the child.
- The site coordinator may recommend to the program director and the principal, discharge without the right of reinstatement for the remainder of the school year OR suspend the child

after the first/second write up if the administration thinks it necessary.

Section 23 - Child Custody

At the time of enrollment, parents are expected to provide the school with court papers, including custody orders, pertaining to the allocation of parental rights and responsibilities. The school will honor all current court orders pertaining to the allocation of these rights. To the extent that these rights are modified by the court at any point during the time a child is enrolled as a student with Penn-Harris-Madison School Corporation, it is the responsibility of the parents to submit to the school a copy of the most recent court order.

In general, parents who share joint legal custody are to share the responsibility for the major decisions concerning the child's upbringing, including the child's education.

Unless restricted by a court order, a non-custodial parent will be given access to all student records, progress reports, and disciplinary actions. The non-custodial parent is responsible for informing the principal or the school office in writing of their wish to receive copies of records related to the student's school activities or academic progress. Should a custodial parent wish to prohibit the distribution of information and records to the non-custodial parent, they must provide a certified copy of the court order restricting the non-custodial parent's access.

Absent a court order to the contrary, the non-custodial parent may attend any school activities that are open to the public, such as concerts, fairs, and athletic events. In addition, the non-custodial parent may participate in parent-teacher conferences, classroom visitations, and all other school activities, unless the custodial parent has communicated in writing their desire that the non-custodial parent not participate in these activities and has provided the school a copy of the current custody order.

P-H-M will observe all Court Orders in releasing children to the parent who has parenting time on the day in question, absent written notification from the primary physical custodial parent.

P-H-M Staff will follow Court Orders related to child custody matters. P-H-M Staff does not seek to become involved in litigation related to child custody matters.