

## **Freeze Kids Care Program General Information Parent Handout (2018-2019)**

The Freeze Kids Care Program is a childcare service that Marshall County Central Schools operates during the school year. Its purpose is to provide child care options to families who cannot find child care for their school age children. The program is allowed for children in Kindergarten through grade 6. The school district limits the number of spots due to space and safety. Preschool age children are not allowed because that would require additional licensing and substantial additional costs. Drop-ins may be allowed if all the spots do not fill. This program is strictly a child care program. It will allow for some academic work time; however, no specific tutoring, remedial services, or education services are provided. This program operates separately from the After School Program.



**Program Coordinator:** Michele Audette

### **Hours of Service:**

- 3:00 p.m. to 5:30 p.m. Monday-Friday
- Freeze Kids Care is open School Days only.
- There will be no Freeze Kids Care on days school closes early due to inclement weather.
- Parents must pick up their child on time.
- One warning will be issued for late pick up. Second violation could result in removal from program. (We will be understanding if severe winter weather causes delay).

### **Staffing:**

- The Freeze Kids Care staffs a minimum of two staff members per day depending on attendance once enrollment is complete. Some days may have three. It will be a combination of student workers and adults. An adult worker will always be on staff.

### **Childcare Spots:**

- Freeze Kids Care will have a maximum of 20 spots available each day.

### **Reserving a Spot and Payments:**

- Spots are available first come first serve. At that time you must commit to 5 days a week (except after school academic program students).
- Because you are reserving a spot, you must pay this rate whether your child is in attendance or not.
- To reserve your spot you must complete the enrollment form and submit it to the school office with a payment of \$40 for each child participating in program.
- If you want a spot but there is not room, we will put people on a waiting list and the waiting list will operate first come/first serve.

**Weekly Rates** (Payment includes child care time and cost of snack)

\$40 5 day enrollment

\$30 3 day enrollment (available for elementary after school academic program students only)

**Payment Expectations:**

Payment is always completed one week in advance. Full normal payment is expected every week, including weeks with teacher in-service or no school due to holidays. Payment must be made by Thursday each week to remain in good standing. Failure to make payment could result in losing spot. Payments may be given to the program coordinator or made through the Lunch Prepay online system. Payments made online are subject to an additional \$1.95 service fee.

**Late Pickup:**

We ask that all families respect the 5:30 p.m. pick up time. In the event of inclement weather we understand. There is one warning allowed for late pick up. However, any other late pick ups would result in a fine of \$2.00 per minute until 5:45 p.m. and \$5.00 per minute after 5:45 p.m. per child.

**Location:**

The Newfolden Elementary Playground, Newfolden Elementary Gym, Newfolden Elementary Cafeteria, and Newfolden Elementary Library will be used for the program.

**Activities:**

At 3:00 p.m. students will go to the cafeteria for snack and milk break. (These activities will be held in conjunction with the After School academic program). Students in Freeze Kids Care will receive a recess either outside on playground or in the school gym immediately after snack until 3:45 p.m. Following recess, the after school academic program students will go to cafeteria. Freeze Kids Care students will go and stay in the Newfolden Elementary Library for homework time and activity time.

Activity time will consist of reading time, computer/iPad time, game time, homework help and if weather permits an additional period of outside time.

**Student Conduct:**

Students in the Freeze Kids Care Program are expected to behave like they would in a classroom or any school activity. Students may receive discipline if child's conduct breaks school rules. Please see discipline procedures and Student Discipline appendix in student handbook for the Student Code of Conduct and discipline procedures.

**Prior Notice to Leaving Program:**

Parents who request child(ren) leave the program are required to provide two weeks notice. Failure to give notice or providing shorter notice will result in forfeiture of prepayment.

**Freeze Kids Care Program - Enrollment Form  
2017-2018 School Year**

(Complete one for each child enrolled in program)



Please include: \$40 deposit

Student Name: \_\_\_\_\_

(Last, First, Middle)

Current Grade Level: \_\_\_\_\_ Is student enrolled in afterschool academic program? \_\_\_\_\_

**Mother's name (or primary guardian)** \_\_\_\_\_

Address (if different from student) \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Work Telephone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Name of Workplace: \_\_\_\_\_

**Father's name (or additional guardian)** \_\_\_\_\_

Address (if different from student) \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Work Telephone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Name of Workplace: \_\_\_\_\_

**Emergency Contact Information**

Name: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

**Health Problem/allergy/medication to be aware of:**

\_\_\_\_\_  
\_\_\_\_\_

**Yes / No** If there is not room, I would like to be added to the waiting list for the program.

Circle One

## Freeze Kids Care Parent Agreement

The school agrees to:

- Provide supervision and care to your child during hours of operation
- Provide a snack and beverage each day
- Provide structured activity time
- Inform parents of concerns and meet with parent if necessary

If enrolled, I, the parent/guardian, agree to the following:

- I have read the parent general information handout
- I will make prepayment by each Thursday for the following week and understand missing multiple payments could result in losing my child's spot.
- I will pick up my child on time by 5:30 p.m. each day and understand being late multiple times could result in losing my child's spot.
- I expect my child to abide by MCC Code of Conduct (Parent/Student Handbook) and understand if my child misbehaves the school will take disciplinary action including up to removal from program
- I will give two weeks notice prior to leaving program or will forfeit my prepayment
- Contact coordinator if there are concerns

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Name of Child (please print)

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Name of Parent (please print)

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Signature of Parent

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Date

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Coordinator Signature

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Date

