

After School Enrichment Program  
Family Handbook  
2019-2020



**Isaiah 40:11:**

He tends his flock like a shepherd  
He gathers the lambs in His arms  
And carries them close to His heart;  
He gently leads those that have young.

226 West John Street  
Matthews, NC 28105  
(704) 845-4673

[www.COSKidsMatthews.org](http://www.COSKidsMatthews.org)

[www.facebook.com/COSKids](https://www.facebook.com/COSKids)

## **C.O.S. Kids Child Development Campus:**

C.O.S. Kids Child Care and Preschool is a part of a larger ministry called Christ Our Shepherd Ministries which seeks to serve our community and its families.

The following programs are a part of C.O.S. Kids Child Development Campus, Monday - Friday.

- Full-Day Childcare and Preschool (6:30 a.m. - 6 p.m.) for 6 weeks to 5 years old
- Half-Day Preschool (8 a.m. – 2 p.m.) for 3, 4, 5 year olds
- After School Program for K - 5th grade
- Summer Camp Rising 1st - 6th grade
- Matthews Christian Library
- Single Parent Ministry

For more information about any of these programs, call 704-845-4673 (HOPE), or visit [www.COSKidsMatthews.org](http://www.COSKidsMatthews.org).

## **Mission Statement:**

To nurture families by providing educational, financial, and spiritual support.

## **Vision Statement:**

To strengthen our community by shepherding local families.

## **Hours of Operation:**

School Year, Monday - Friday, 2:00 p.m. - 6:00 p.m.

Camp Days & Summer Camp, 7:00 a.m. - 6:00 p.m.

For more information about any of these programs, call 704-845-4673, email [RRichardson@coskidsmatthews.org](mailto:RRichardson@coskidsmatthews.org) or visit [www.COSKidsMatthews.org](http://www.COSKidsMatthews.org).

## ENROLLMENT PROCEDURES

COSKids ASEP offers afternoon classroom and enrichment experiences for children in Kindergarten through 5<sup>th</sup> grade. Children are grouped according to age, with classes typically consisting of the following:

- Younger Class: Kindergarten and 1<sup>st</sup> graders
- Middle Class: 2<sup>nd</sup> and 3<sup>rd</sup> graders
- Older Class: 4<sup>th</sup> and 5<sup>th</sup> graders

Please Note: Children may be moved to a different class depending on enrollment and classroom dynamics. We recognize that children develop at their own pace, so we will work with you to find the most suitable class for your child.

### ***Tours/Orientation:***

Enrollment happens on a rolling basis throughout the year. We encourage you to set up a tour so you can check out our amazing campus and staff and see all we have to offer.

### ***Waiting List Policy:***

If all spaces in the class your child needs are full, you have the option to pay the \$50.00 registration fee, to be put on our waiting list. When we contact you with available space, you would need to begin payment at the date available to hold the spot (even if your child is not yet ready to start). Otherwise, you would be moved down to the next spot on the waiting list. You may stay on the waiting list for one school year.

### ***To enroll your child in Full-Time ASEP (3 - 5 days per week):***

1. Fill out an ASEP Information/Registration Card and select the “5 days a week” option;
2. Turn in the \$50.00 per child non-refundable registration fee;
3. Notify us of the date that your child will begin our program;
4. Complete the full registration packet as needed before the first day of attendance;
5. Give your child’s school written permission for your child to be picked up by COSKids each day. (\*\*Matthews Elementary, Greenway Park & Waddell Language Academy Parents: Your children will be riding the CMS bus to our campus and you will therefore need to fill out an ***Alternate Stop Request form***. This form is found on the CMS website and is only valid for 1 school year and therefore must be resubmitted each year.)

**To enroll your child in our Part-Time ASEP (2 days per week):**

1. Fill out an ASEP Information/Registration Card and select the “2 days a week” option;
2. Turn in the \$50.00/child non-refundable registration fee;
3. Let us know which days your child will be attending each week (Days must be the same every week);
4. Notify us of the date that your child will begin our program.
5. Complete the full registration packet as needed before the first day of attendance;
6. Give your child’s school written permission for your child to be picked up by COSKids each day. (\*\*Matthews Elementary, Greenway Park & Waddell Language Academy Parents: Your children will be riding the CMS bus to our campus and you will therefore need to fill out an **Alternate Stop Request form**. This form is found on the CMS website and is only valid for 1 school year and therefore must be resubmitted each year.)

**To enroll your child in our Camp Days Only Program:**

1. Fill out an After School Application and select the “Camp Days Only” option;
2. Turn in the \$25.00/child non-refundable registration fee;
3. Complete the full registration packet as needed before the first day of attendance;
4. Call or email us to sign up your child for the Camp Days you would like them to attend before the sign-up deadline (we will send out reminders as each sign-up deadline approaches).

## TUITION & FEES

- Tuition is based on the school year and divided between 10 equal monthly payments.
- No adjustments will be made for vacation, holidays or bad weather.
- Pre-Scheduled Camp Day fees and activity fees are included in full-time ASEP tuition, see the ASEP Calendar for these dates.
- Part-time ASEP tuition does not include Camp Days. Camp Days are \$40 per child per day that they attend camp. *You are not required to sign up or pay for any set number of camp days.*
- We will make every effort to have Camp Days when CMS/Union County Schools close unexpectedly. There may be an additional charge for these days.
- The total tuition cost is divided into 10 payment installments of \$290.00 per child (full-time) or \$130.00 (part-time).
- The first payment is due on August 15, 2019, with a 7-day grace period (final due date is August 22, 2019). You may make your first payment in person, by mail, over the phone, or online at [www.COSKidsMatthews.org](http://www.COSKidsMatthews.org).
- We ask all families to sign-up for Auto-Draft payment using either a credit or debit card or checking account using ProCare/Tuition Express
- All remaining tuition payments are due by the 15<sup>th</sup> of each month, beginning September 15, 2019 and ending May 15, 2020. Payments are considered late and assessed a late fee after the 18<sup>th</sup> of the month.

### **Late Pick-Up Charge:**

Please keep in mind that After School closes at 6:00pm. There will be a late charge of \$1.00 per minute after 6:00. If your child is not picked up by 6:15pm, we will call an authorized person on your registration form. We are required to call the Department of Social Services and Law Enforcement if you have not picked up your child by 6:30 pm and we cannot reach you or an authorized individual.

If you know you will be a few minutes late due to unforeseen circumstances, please let us know by calling the office. Parents who are late on a regular basis will be subject to dismissal from our program.

### **Outstanding Balance:**

Parents who have an outstanding balance from previous COSKids programs will not be allowed to enroll their child in ASEP. All accounts must be paid in full before parents will be allowed to enroll their children in After School unless an acceptable payment plan has been established and signed by the Director and Accounts Manager.

### **Scholarships:**

Scholarships may be available for single parents who qualify financially. For more information about our Single Parent Ministry, contact Lori Davis; [ldavis@coskidsmatthews.org](mailto:ldavis@coskidsmatthews.org) #704-845-4673 Ex:230

### **Withdrawal:**

There needs to be a minimum of 2-week notice of withdrawal. If two-week notice is not given, parents will be responsible for payment through the end of the month. Re-enrollment may occur only if space is available.

## TRANSPORTATION

All students will be picked up from school by a designated COSKids vehicle or will ride the CMS bus from school to our campus (Matthews Elementary, Greenway Park and some Magnet Programs). Safety is our number one priority. All children will ride in the appropriate child restraint system as required by the North Carolina Department of Transportation (see regulations under “Transportation Safety Issues” below). Children riding the COSKids bus will be restrained with a lap belt. Children under 4’9” tall, under 8 years old, or under 80 lbs. who ride on one of the COSKids vans will sit on an approved booster seat with a lap and shoulder belt. Children over 4’9”, 8 years old or older, or over 80 lbs. will ride with a lap and shoulder belt.

### ***Matthews Elementary, Greenway Park & Waddell Language Academy:***

Students arrive at the COSKids Campus at approximately 3:00 pm (from Matthews), 3:40 (from Greenway Park), 4:30 pm (from Waddell) on a CMS school bus and are dropped off in front of our After School entrance (located on West Charles Street, though our address is listed as 116 N Ames Street, Matthews, NC 28105). After School staff will be there to greet them and walk them into the building. **Parents must fill out an Alternate Stop Request Form on the CMS website online before the July 1, 2019 (as stated by CMS), and give them our 116 N Ames Street address to allow their child to ride the bus to the After School building. COS is not responsible for transporting children from Matthews Elementary to our COS campus if the parent has not completed this form on time.**

### ***Bain, Elizabeth Lane, Indian Trail, Queens Grant, Crown Point:***

We pick up these students from their schools in a COSKids vehicle at their designated dismissal times and bring them to our campus. After School staff will be there to greet them and walk them into the building.

### ***Other Schools:***

Families (or a family-designated individual) may drop their children off at our campus to participate in the After School program.

## ASEP CALENDAR

After School begins on the first day of school and ends on the last day of school according to the CMS and Union County calendar. We have a separate 10-week Summer Camp program as well.

### **COSKids is closed on the following days:**

Labor Day  
Thanksgiving (2 days)  
Christmas (2 days)  
New Year’s Day

President’s Day (Staff Development)  
Good Friday  
Memorial Day  
Independence Day

## CAMP DAYS

Students enrolled in After School can participate in Camp Days (7:00 am - 6:00 pm), which take place on CMS & Union County Teacher Workdays and Annual Leave Days. The schedule for Camp Days will be posted at the beginning of the school year. Children who do not have a scheduled camp day when other schools do will still be picked up from their school in the afternoon as usual.

## HOURS

After School operates from 2:00-6:00 pm, Monday-Friday, on school days according to the traditional Charlotte-Mecklenburg (CMS) and Union County Schools calendars.

Optional full day, Camp Days are available on teacher workdays and annual leave days from 7:00am - 6:00pm. We will also pick up children from school at their designated times on early-release days, with the exception of early closings due to inclement weather.

Pre-Scheduled Camp Days are subject to cancellation due to low enrollment. A minimum of 4 students must be signed up by the advertised deadline. The Camp Day will be cancelled if this minimum is not met. Parents will be notified by email at least 1 week prior to the Camp Day of cancellation.

## INCLEMENT WEATHER CLOSINGS

In the event of inclement weather, we will communicate any closings or delayed openings of the campus through emails to parents, the Remind app, and posting an announcement on our Facebook page.

If CMS chooses to close due to poor road conditions, we generally will also close. COSKids operates independently from the school systems, making our own decisions on closing.

In the event that CMS should have a delayed opening, our campus will most likely have a delayed opening as well, opening at 9am. If there is staffing available, we will have a Camp Day for families. Information will be sent out by the Remind texting app.

If CMS chooses to close early, After School will close. ***COSKids will not pick up your child from school on days when CMS or Union County has closed early due to inclement weather.*** Our goal is to be safe. We will always make sure the parking lots and sidewalks are clear before we open.

# POLICIES & PROCEDURES

## ABSENCES

If you know in advance that your child will not be coming to ASEP, please write their scheduled absence on the clipboard on the sign-in/sign-out table.

In case of illness or other cancellations, please notify us by noon by calling the office and leaving a message at extension 280 with your name, your child's name, and the date of the absence, to ensure that we are not looking for your child at school dismissal. This is very important, as it allows our bus routes to run smoothly.

## APPROPRIATE ATTIRE

Please dress your child in comfortable clothes that will handle outdoor activities, art projects, and bathroom breaks. We will get dirty. One of our goals is to encourage our children to be self-sufficient. Please help by sending your child to school in clothes that allow for a child to say, "I can do it!"

All children go outside if the weather permits. During colder months, please make sure your child brings a coat or jacket, mittens and a hat if needed (clearly labeled with child's name). It is a good idea to send hair ties with children with long hair during warmer months, as some afternoons get very hot.

- ***No hats except during cold weather.***
- It is our program's policy that shoes are to be worn at all times. **Rubber-soled shoes (sneakers)** will allow for a greater margin of safety on the outdoor equipment and are preferred.  
**No flip-flops, sandals or cowboy boots.**
- Avoid clothing with strings. These may get caught on playground or gym equipment.
- Be sure that all clothing is modest and age-appropriate. Students may not wear halter-tops, shirts showing off the midriff, very short shorts, or other clothing of a revealing nature.
- Shorts must be worn underneath all skirts/dresses.
- Shirts with logos should be respectful and "clean"
- Girls should wear shorts underneath skirts
- On any water play days, girls should wear a one-piece swimsuit.
- On any water play days all children should wear shoes that are securely attached to their feet; no flip-flops.



## BIRTHDAYS

Birthdays are very special to youngsters! It is a fun time to celebrate their birthday at After School. Please remember the following guidelines:

- Discuss the plans with your child's Group Leader in advance.
- You may bring a store bought special snack for your child to share with his/her classmates.
- Make sure all food is PEANUT FREE and not made in a facility that manufactures peanut products
- Please - no favors or toys to give out.
- Birthday invitations or special snacks will only be given out at school if the whole class is included. Please mail invitations for off-campus birthday parties separately.

## CHILD ABUSE AND NEGLECT

In North Carolina, everyone has a duty to report in cases where there is suspected child abuse and/or neglect by a parent, guardian, custodian or caretaker. All staff at C.O.S. Kids have completed Child Abuse and Neglect Training from [www.PreventChildAbuseNC.org](http://www.PreventChildAbuseNC.org)

If staff suspects that abuse and/or neglect has occurred they will immediately make a report to Mecklenburg County Department of Social Services at 980-314-3577 or Child Protective Services in Union County at 704-296-6124.

Additionally, if a staff member suspects that a parent/guardian/custodian or other representative is not fit to transport and/or care for a child when they arrive at the Center for dismissal due to alcohol, drugs or any other reason, C.O.S. Kids will first ask the individual to find someone else to pick up the child and if necessary will involve Matthews' Police Department to make a decision on whether the person is fit to transport. This policy is in place to protect the children that attend C.O.S. Kids.

## CLEANING PROCEDURES

In order for C.O.S. Kids to provide the best possible environment for the healthy development of a child, we have cleaning policies in place that meet the standards set by the Mecklenburg County Health Department and by the NC Department of Early Education.

Staff is responsible for daily cleaning of the classrooms which includes but is not limited to sanitizing toys, shelves, tables, sinks and counters; disinfecting toilets and bathroom sinks; sweeping and removing garbage. On a weekly basis staff will wipe down shelving, wash sheets and soft toys, clean windows, baseboards, etc.

Kitchen staff is responsible for daily cleaning of the kitchen including washing dishes, cleaning counters and appliances, sweeping the floor and other regular maintenance items.

A contracted cleaning company vacuums and mops floors each evening. Additionally, they clean restrooms, remove any remaining garbage from the facility and wash windows.

## COMMUNICATION

Make sure we have your current email, as this is an excellent way for us to keep you updated on classroom and school activities.

Sign up for the Remind text messaging app.

Important notices will be posted near the sign-in/out sheet.

A poster above the sign-in/out table indicates where your child's class is at any given time.

Be sure to check us out on Facebook (<https://www.facebook.com/groups/COSKids>). We love to post upcoming events, photos, and other great info that will give you a peek at all the wonderful activities we're doing with your kids each day.

### **Change of Personal Information:**

Please notify the office, in writing, of any changes in your address, Email, telephone numbers, emergency contacts, and authorized pick-up list.

## CONFERENCES

You are welcome to schedule conferences with the ASEP Director and/or Group Leader, either by phone or in person, as you wish. Group Leaders will make every effort to be available to you, but please avoid lengthy conversations at arrival or dismissal. If you need to have a longer conversation with your child's Group Leader, please notify the Director so we can arrange a conference that will take place during an appropriate time in our schedule. Please note: It is most important that we avoid discussion about your child in front of your child. Little ears hear a lot and take your words to heart

## CULTURAL COMPETENCE

COSKids promotes an environment where all children and families feel welcomed and valued. It is our goal that all interactions among staff and families cultivate an understanding and awareness of how we can work together to create the best learning environment for the children. Cultural and Linguistic awareness is important to our staff, and we strive to ensure that the quality of care we provide extends to creating a climate where all families feel supported. We support the position that cultural competence is all interactions associated with communication, languages, beliefs, values, practices, customs, courtesies, rituals, manners of interacting, roles, relationships and expected behaviors of a racial, ethnic, religious, social or political group. We use the following NAEYC Principles to meet this policy:

- We acknowledge that children are nested in families and communities with unique strengths.
- We build on and identify the strengths and shared goals between COSKids and families and recognize commonalities in order to best educate the child.
- We actively involve families in the early learning program.
- We help all families realize the cognitive advantages of a child knowing more than one language, and provide them with strategies to support, maintain, and preserve home language learning.
- We honor a family's cultural values and norms.
- We ensure that children remain cognitively, linguistically, and emotionally connected to their home language and culture.
- We help develop essential concepts in the children's first language and within cultural contexts that they understand.
- We develop and provide alternative, creative strategies to promote all children's participation and learning.
- We provide children with many ways of showing what they know and can do

In addition to the NAEYC principles, we also implement:

- The hiring of teaching and support staff who are trained in languages other than English.
- Professional development in the areas of culture, language, and diversity.
- Printed materials available to staff and families in their preferred language.
- Translators provided when requested.

We evaluate our program standards annually to ensure that we are adequately serving the needs of our families. Information is gathered via surveys, verbal feedback, and family meetings.

## CURRICULUM

Learning is included in every minute of every day your child spends while he/she is at COSKids. Everything he/she experiences throughout the day—from free play to the planned activities of the classroom—are all part of the classroom’s curriculum.

We are a developmental After School Enrichment Program, which means we concentrate on each child's total development. The objectives of the curriculum are planned to promote spiritual, intellectual, social/emotional, language/literacy and physical growth. Each area is very important in developing a well-rounded child.

We place your child in a fun, safe, and interactive environment that engages their interests, and furthers their development. We know your child will be most successful when we bridge the gap between home and school. Not only will your student get to spend time with friends, enjoying activities that are relevant to school-age interests, he’ll also be provided with homework help and skills enhancement.

Each class’ schedule varies slightly, but all are designed to provide a variety of age-appropriate activities, such as:

- Homework Time\*
- Daily Snack
- Computer Time
- Tutoring Service
- Sports & Recreation
- Fine Arts/Arts & Crafts
- Bible Study
- Clubs
- Community Service Projects
- Field Trips

\*Please note that we provide 1 hour of homework time per day except for Fridays. Please sign the Homework Response Form and return it to your child’s teacher. If you and your child decide to opt out of completing homework at COSKids, your child will need to have a quiet alternative to do during that time period.

Although we incorporate many reading activities and opportunities throughout our curriculum, we do not sign School Reading Logs. We want to make sure that we give you, the parent/guardian, the opportunity to closely monitor and become actively engaged with your child’s reading progress.

Our schedule is somewhat flexible so that we can include special programs, guests, story times, movies, parties, performances, and other special activities as well.

## **CUSTODY DISPUTES:**

At times there are custody disputes that arise in which a parent asks to remove the other biological parent from the authorized pick-up list. COSKids' primary goal is for the safety of the child. In the state of North Carolina, the law is that a known biological parent must be allowed access to his or her child unless a court order has indicated otherwise. Our policy is to ask Matthews' Police Department to step in during these difficult situations to help the family find the best possible solution.

## **DISCIPLINE POLICY**

The first requirement for a safe, loving, and enriching environment is structure within the classroom. This is established through consistent guidelines presented in a positive manner, in which children are secure in knowing the classroom routine and expectations. We seek to create an atmosphere where kindness, respect, self-control, honesty, and responsibility are modeled and encouraged.

Each teacher has developed their own reward systems for their classrooms, and will send home information with specifics for you. However, each behavior system is based upon the same common structure, and includes methods to promote proper behavior for each individual child as well as the class as a whole. The emphasis is on what they can do rather than what they cannot do. The classroom is a "walking place," rather than a "Don't Run!" place. Children that are "having a rough moment" are reminded of the classroom rules and redirected to more appropriate behavior. When this doesn't work, time away from the activity to think about their behavior may be necessary. These actions help children realize that there are consequences associated with their behavior. Likewise, they will learn that having good behavior and showing God's love comes with many rewards.

It is extremely important that parents and teachers work together to solve any problems that persist and decide on the appropriate action together. An important part of classroom management is the fact that all misbehavior in the classroom is dealt with in the classroom. You, as parents, will be notified of any ongoing problem but we do not expect a child to be "punished" at home for what goes on here at After School. At the same time, it is important that behavioral expectations are the same at After School as they are at home. It is confusing to a child to have a different set of rules at After School and at home. We aim to support your standards at home—not conflict with them—and we hope that you will do the same.

If a child is dangerous to himself or others, this child will be removed immediately from the classroom and brought to the Director's office and the parents will be contacted. If a child has repeated incidents of aggressive, disruptive, or other inappropriate behavior despite appropriate actions being taken, he/she may be subject to suspension or expulsion from our program. Please be assured that we will do everything we can to prevent this course of action. We understand that your child is learning, and it is our goal to help and support you through this process every step of the way.

## **DROP OFF & PICK UP PROCEDURES**

On Camp Days, or any other days when you will be dropping your child off at our program, you will need to escort your child to their Group Leader. Check the magnet board in the Atrium for the class location.

**ALWAYS SIGN YOUR CHILD IN ON THE DESIGNATED CLIPBOARD.**

***Do not drop your child off outside the building.***

Please be sure to drop off your child by **8:30 am** on Camp Days. We have set times for activities and field trips and will not wait for late children.

The teachers will greet parents and children when they arrive, but please remember the teachers' time and attention will be directed at your child and the other children in the room, therefore this is not the appropriate time to discuss concerns with them. It is easiest to communicate with teachers through written notes or phone calls, but if you would like to set aside time to meet that can also be arranged.

We ask families to use the entrance off of Charles Street to access the ASEP classrooms.

**ALWAYS SIGN YOUR CHILD OUT ON THE DESIGNATED CLIPBOARD IN THE ATRIUM.**

***Please refrain from cell phone usage while dropping off or picking up your child!***

There will be sign-up sheets on the sign-in/out table in advance for all camp days. The deadline to sign up for Camp Days is 1 week prior to the day. This is a strict deadline so that activity reservations can be made and group leaders can be scheduled.

Camp Day Only children can sign up for Camp Days by either email or calling the Afterschool Director at least 1 week in advance of the day.

Families will be responsible for payment for Camp Days unless they cancel at least one week in advance of the day.

## **EMERGENCY EVACUATION**

We will have fire drills periodically throughout the year. It is our goal to help all our children and staff be as prepared as possible for an emergency. All staff members receive training on our Fire Drill, Tornado/Hurricane plans, and Lock Down and Evacuation Procedures.

## **FAMILY INVOLVEMENT**

We want you to be as involved with your child as you can, and would love for you to help out with story times or special activities. We also have many opportunities for guest speakers during our many themed learning units. If you would like to attend any of our activities, just let us know. We just ask that you not attend on a "too frequent" basis because your child may not participate as well due to your presence. These are learning times too!

You will receive emails and notes from your child's teacher to acquaint you with the unit studies, Bible stories, Bible verses, special activities, and other information of interest for your child's class. We also send home weekly sheets which tell you about your child's behavior and activities each day. Please take time to review these and talk to your child about them so that he/she will know that you value the time spend in school and are interested in what they are doing.

We have many exciting campus-wide events throughout the year as well, and we would love to see you there!

Since COSKids is part of a non-profit organization, Christ Our Shepherd, we offer scholarships and support to single parents and their families, and will therefore have many opportunities for volunteers or donations throughout the year.

## **FIELD TRIPS**

As an enrichment program, we will be taking field trips and participating in many other special and activities throughout the year. Most of these field trips will take place during Camp Days. All children in attendance during our Camp Days will need to go on the designated field trip. All parents must sign the Field Trip Release form.

Details of all field trips will be posted prior to the Camp Day and will also be sent by email.

We cannot wait for children who have not arrived by the specified departure time. Please have your kids here on time.

All students will be transported to field trip locations via a designated COSKids vehicle (see "Transportation from School" for child passenger restraint policies).

Parents and guardians are welcome to accompany us during field trips and activities unless there is a limited availability. However, if our buses and vans are full, you will need to provide your own transportation. Additionally, you must pay for your own entrance fees for the activity when we arrive.

Please notify the Director and your child's Group Leader if you will need to drop off your child at or pick up your child from a field trip location so that we can make sure we give an accurate headcount to the field trip venue or that your child takes their belongings with them.

If you need to contact us while we are on a field trip (emergencies only), please call the main COSKids number and a staff member will contact us directly.

## HEALTH POLICIES

Please do not send a sick child to After School. We will make every effort to prevent the spread of illness but we need your help! If your child is sick, please keep him/her at home. If the school calls and says your child is sick, they should not be sent to After School.

Sickness includes:

- Fever over 101° in the last 36 hours;
- Diarrhea in the last 36 hours;
- Congestion, sore throat, ear pain, or any other symptom that indicates to you that your child is not well;
- Head lice, ringworm, open sores, impetigo, or other skin diseases;
- Pink eye (conjunctivitis) that has not been treated for 24 hours;
- Any illness which a physician has written your child out of school for.

They must be symptom free for 36 hours before they can return to After School. Example: If your child had his/her last fever symptoms on Monday at 10am, your child must be fever free until Tuesday at 10pm. Therefore, your child may not return to After School until Wednesday.

Please notify us if your child has been exposed to these, or any other communicable disease/condition, including measles, whooping cough, or chicken pox. We will then notify all parents of possible exposure (you and your child's identity will be kept confidential).

You will be called if your child becomes ill while at After School and you will be expected to pick him/her up ***promptly***. If you cannot be located, we will try the other names you have given us on your registration form.

Please keep your child at home if full participation is not possible. We cannot keep a child inside when the class is outdoors or limit his/her activities within the classroom.



## **INCLUSIVE PRACTICE**

All staff and the provider should be aware of each child's developmental goals and the support needed to achieve them. Goals that are written in the child's IFSP/IEP and should be incorporated into the daily program. It is encouraged that if the child participates in therapies, that the therapies take place within the classroom, if possible. In turn, information is shared with the teachers so that they can best support the needs of the child. The staff or the provider is responsible for meeting the needs of all children in their care. For example: during group time, an early childhood educator can give a child an athletic ball to sit and bounce on. This satisfies the child's need for motion and the IFSP/IEP goal of socialization by allowing the child to watch, listen and respond. Inclusive practice meets IFSP/IEP goals most effectively when:

- All children, including children with additional support needs, are valued, active participants in group social play and in the program's experiences and routines.
- Positive attitudes are demonstrated by the staff or the provider when making changes to accommodate all children.
- All staff or the provider is aware of the goals of children's IFSP/IEP and support them in everyday activities.
- Staff or the provider works as a team with parents and other professionals to develop, carry out and review IFSP/IEP for children with additional support needs.
- Staff or the provider pursues specific training in inclusive practice.

## **INJURIES & EMERGENCIES**

We do our best to keep all our children safe each day. However, kids are busy people, and accidents can sometimes happen.

If your child sustains a minor injury, such as a bump, scrape, or bruise, we will tend to the child and provide lots of love and comfort. For more substantial bumps or bruises, we will give you a call and write up an injury report letting you know what happened.

For serious injuries, seizures, trouble breathing, or other life-threatening conditions, a teacher will tend to the injured child immediately, while another staff member alerts the Director or other staff member for assistance. If necessary, 911 will be called immediately. The Director (or the lead teacher, if the director is not present), will then be responsible for choosing the appropriate action to obtain proper medical care. If the injured child is to be taken to the hospital, he/she will be taken by ambulance/emergency vehicle with an accompanying staff member. No staff member will transport the injured child.

The injured child will be taken to Presbyterian Hospital Matthews, located at 1500 Matthews-Township Parkway; Phone: 704-384-6550, unless another hospital is listed on the injured child's emergency card, unless there is closer hospital to us while on a field trip, or unless the medical professionals advise otherwise. You will be notified about the incident as soon as appropriate measures for the immediate care of your child have been taken, and you will be directed to meet your child and the accompanying staff member at the hospital.

## ITEMS FROM HOME

- We ask that children leave other personal items at home unless specifically requested by the teachers.
- Children are not allowed to bring electronic games/devices from home.
- We are not responsible for any items that are lost or broken at COSKids.
- Do not bring pets or other **live** animals to school. Live animals are not allowed on our campus, with the exception of classroom fish and hamsters.

## LUNCH & SNACKS

COSKids is a PEANUT FREE CENTER. Any peanut products sent to the Center will be held for 1 day for a family member to pick it up. Items will not be allowed in any classrooms.

We will provide daily afternoon snacks for each child upon arrival. It is our goal to provide your child with healthy, nutritious food that meets the needs of their growing bodies. Snacks will typically consist of fruits, vegetables, cheese and crackers, trail mix, granola bars, or other nutritious items, with water or fruit juice to drink.

On Camp Days please feed your child a healthy, filling breakfast before dropping them off. Send them with a healthy, well-balanced lunch and morning snack. We are very active during these days, so your child will need enough nutritious food to give them enough energy to get them through the day. You will also need to provide your child with a lunch on early-dismissal days if they do not eat at school. We will provide them with an afternoon snack on Camp Days and early-dismissal days as on regular After School days.

There will also be cooking opportunities and special snacks throughout the year. If you would like to help in this area, please relay that information to your child's teacher.

## MEDICATION

A COSKids staff member will administer required medication for children for CHRONIC MEDICAL CONDITIONS (ADD, ADHD, Asthma, Severe Allergic Reactions) ONLY with the following procedures:

- All medications, whether prescribed or over-the-counter, must be accompanied by written instructions as outlined on the Medication Form, which must be completed before the child needs the medication. No medication will be administered without the parents' instruction, permission, and specific directions. All medication will be locked up immediately upon arrival.
- Prescription medications must be presented in the ***original container from the pharmacy***, labeled with the child's name to who it is to be given. The instructions for administering must match the instructions on the container. If the parents' instructions are not in complete agreement with the label instructions, the medication will not be given to the child. In this situation, we will contact the parent. The parent may then contact the physician's office and direct instructions may be communicated to the program by FAX or written order.
- A COSKids staff member will administer sunscreen to a child in the event that he/she requires protection from the sun only if the child's parent has signed the respective permission forms and attached it to sunscreen that is kept locked on campus.
- We do not administer over-the-counter pain medications, cold medicines or prescription antibiotics.

## PARKING LOT SAFETY

Your children are important! In our busy world of fears and anxieties we tend to worry about major issues of safety that we have no control over and fail to deal with minor issues that we do have some control over. One of these areas is car safety and child supervision in cars and parking lots.

Moving in and around our building is someone's precious little gift from our Lord! It is your responsibility to be extremely careful as you drive onto our campus!

***Please do not park in the rounded driveway in front of the After School entrance.***

Cars left in the driveway block our buses from dropping off our students in a smooth and timely manner. They also prevent our Library patrons from having drive-through access to our book-drop box. Parking is available on West Charles Street directly across from our entrance. Extra parking spaces are available on Ames Street (next to the playground), and off Freemont Drive.

Please do not leave your car motor running—we want to protect our children and the quality of the air they breathe!

Children of any age should not be sent through our busy parking lots by themselves to return to the building for any reason. Parents must always accompany children while walking through our parking lots.

We often see children left in cars in our parking lots because parents feel that they will “only be gone for a minute.” ***This is illegal and is considered child neglect!*** It is imperative that children—including older siblings—not be left in vehicles for even short periods of time—even if you have them in eyesight. There have been cited incidents of cars bursting into flames, carjacking, kidnapping, children putting the car in gear, children becoming overheated or hypothermic, and/or children leaving the vehicle to find parents. We want to avoid these and any other tragic incidents at all costs!

We have also seen parents not securing their children in proper safety restraints. It is law that “a child less than eight years of age or less than 80 lbs. in weight shall be properly secured in a weight-appropriate child restraint system.” Motor vehicle accidents are the number one killer of children in our nation according to the National Transportation Safety Board (NTSB). The NTSB also reports that 8 out of 10 child safety seats are not properly installed, putting children at increased risk of serious injury or even death. The Matthews Police and Fire Departments, as well as many local car dealers offer safety checks for proper safety seat installation free to the public. Be sure to stop in and ask them if you need help.

### ***Additional Child Safety Points from the North Carolina Department of Transportation:***

Children 12 and under should ride buckled up in a rear seat. Small children should ride in child safety seats approved for their age and size:

- Infants, until they are at least 20 lbs and at least 1 year old, should be in rear-facing child safety seats;
- Toddlers, until they are about age 4, should be in a child safety seat facing forward;
- Children, until they are 4'9" tall, 80 lbs, or age 8 years old should use a booster seat and properly fitted lap and shoulder seat belt rather than a lap and shoulder belt alone;
- NOTE: Booster seats can NEVER be used with a lap belt only. A child who weighs at least 40 pounds can legally be restrained using only a properly fitted lap belt if there is no lap and shoulder belt available for use with a booster seat;
- All children should use seat belts after they outgrow booster seats.
- Infants in rear-facing child safety seats should NEVER ride in the front seat of a vehicle with a passenger-side air bag.
- If a child over one year old must ride in the front seat with a passenger-side air bag, put the child in a front-facing child safety seat, a booster seat, or a correct fitting lap/shoulder belt, and move the seat as far back as possible.

***\*Please be aware that we are required to call the authorities if we see offenses that break the law in our parking areas.\****

See [http://www.nts.gov/doclib/safetyalerts/SA\\_002.pdf](http://www.nts.gov/doclib/safetyalerts/SA_002.pdf),  
<http://www.nts.gov/safety/children.html>, or [www.buckleupnc.org](http://www.buckleupnc.org) for more information.

## **SECURITY**

Your child's safety is our first priority. We have a security card reader system on the outside doors. Each family will receive 2 security cards upon enrollment. You will need to use your security card to enter the building each day. Extra or replacement security cards are \$5.00/card.

List individuals who are authorized to pick up your child on your registration form. Your child will not be released to any individual who is not listed on the registration card without prior notification in writing.

Send a note if someone other than you or your usual pick-up person will be picking up your child on a given day. All unfamiliar individuals picking up a child must present their driver's license or other government issued photo I.D., even if they are on the authorized pick-up list.

If someone comes to pick-up your child who is not on the authorized pick-up list and we have not received notice from you, we will contact you immediately. We will NOT release your child to unauthorized, unidentified, or unverified individuals.

## STAFF CONCERNS

If at anytime a family has a concern or question about the program or staff we ask that they immediately contact the Administrative Team by phone or email. The administrative team will do a full investigation into the concern and report back to the family. Depending upon the type of concern we may ask the family to meet with the Administrative Team, staff member and/or a member of our Board of Directors.

If the family feels that a concern warrants an investigation on a higher level they are always welcome to contact the NC Department of Early Education. For more information visit their website at <https://ncchildcare.ncdhhs.gov/>

## TOBACCO-FREE POLICY

We, COSKids, understand that the use of tobacco products on child care premises and in vehicles used to transport children or during any off-premise activities is an environmental hazard and detrimental to the health and safety of children, staff, and visitors.

Exposure of children to environmental tobacco smoke is associated with increased rates of lower respiratory illness and increased rates of middle ear effusion, asthma, and sudden infant death syndrome. Exposure during childhood may also be associated with the development of cancer during adulthood.

NC Child Care Rule 10A NCAC 09 .0604 (h)(i)(j) Safety Requirements for Child Care Centers states that:

- Children shall be in a smoke-free and tobacco-free environment. Smoking and the use of any product containing, made or derived from tobacco, including but not limited to e-cigarettes, cigars, little cigars, smokeless tobacco, and hookah is not permitted on the premises of the child care facility, on vehicles used to transport children or during off-premise activities. All smoking materials shall be kept in locked storage.
- Signage regarding the smoking and tobacco restriction shall be posted at each entrance to the facility and in vehicles used to transport children.
- The operator shall notify the parent of each child enrolled in the facility, in writing, of the smoking and tobacco restriction.

This policy applies to all children, families, visitors, volunteers, and staff.

Smoking and the use of tobacco products are prohibited at all times:

- on the premises of the child care facility
- on vehicles used to transport children
- during any off-premise activities sponsored by our facility

Parents and visitors using tobacco products will be asked to refrain while on the child care premises or to leave the premises.