



MHERST SCHOOL DISTRICT

**STEVEN A. SAYERS, SUPERINTENDENT
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2018-2019

PARENT/STUDENT HANDBOOK

COMET KIDS CLUB



NORD AND POWERS SITES

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Welcome to Amherst Schools' Before and After School Program

General Information

This parent/student handbook was developed to provide you with information about the operation of our program.

Comet Kids' Philosophy

The Comet Kids' Club was developed to assist the needs of our working parents and the children of our district. We are committed to devoting our time to maintaining a safe and professionally supervised environment for your child. It is our goal to provide a program that will nurture your child's social, physical and cognitive needs. Our program will offer age appropriate activities and experiences to develop cognitive and social skills.

Hours of Operation

Mornings begin at 6:30 AM and run until the start of School at the building. Afternoons begin at dismissal of building and run until 6:30 PM. The program ends each day at 6:30 PM and there is a late fee of \$5.00/per every 15 minutes past 6:30 PM

Fees of Operation

Registration Fee is \$75.00 yearly, (\$25.00 of this fee is non refundable) for each child in the program.

Parents/Guardians must pre-pay and maintain a \$35.00 balance at all times for attendance in the program. A monthly balance that falls below the \$35.00 minimum may exclude your child from attending the before and after school program.

Program rates: \$7.50 flat rate for AM session
\$7.50 flat rate for PM session

Both sessions: \$15.00/day

There is no discount for additional family members.

Payments can be made on-line via the [Payforit](#) link on the school website.

We will also accept check or money order for the exact amount. We cannot make change, but a balance can be placed on your child's account to be utilized at any time. Checks are payable to: Amherst Schools/Comet Kids' Club.

Calendar

The Comet Kids' Club follows the school calendar. In the event that the school district is closed, there will be no program available that day.

Arrival and Departures

Authorized persons

When completing the registration form, you have indicated the authorized persons to pick up your child. Only the persons listed on the form will be allowed to pick up your child. They will be required to show proper photo identification. The parent/authorized

person cannot leave until the child has been signed in and the staff recognizes their presence. Students will not be released to any person, including a sibling unless they are listed as an authorized person. Each day parents must sign their student/s in and out. Inform our staff of any necessary information. NOTE: Your school's handbook is strictly adhered to in regards to transportation issues and address changes.

Parking Lots and School Drives

To assure the safety of our students, use the designated area for drop-off and pick-up for the Comet Kids' Club program.

Account Balances

At each location there will be a computer with Internet access. Your child's account can be viewed and monitored by logging into the system. You will be able to make a payment and check the balances. You will be notified when your account falls below \$35.00. Accounts will be billed at the end of each week. Remember, you are only invoiced for the flat rate that your child attends the program.

Credit Card/Check Payments

The Amherst Schools offer the link for you to make a credit card or pay by check through our online program *PayForIt.net*. On our school website, in the gray tabs on the top of the page there is a tab called *PayForIt*. Click on the tab to create or manage your account. Make your on-line payments.

Illness, Medication & Injury Procedures

The program follows the same procedures listed in our district school handbooks.

Illness

In the event that your child becomes ill, the staff will contact the parent/guardian listed on our form. The Amherst School district follows the regulations that pertain to any contagious disease. The parent will need to pick up a child when the staff deems it is necessary for the health of the child and/or when the child remaining at the site would compromise others in the program.

Medication

We do not administer any medications during the program hours.

Injury

In the case of an emergency or accident, we will administer first aid. We contact the parent immediately if medical attention is required. The program gives no medication to the children.

Discipline

The staff creates an accepting and supportive environment through the practice of beliefs that prove self-discipline is the key to good discipline. Respect and caring

towards each other and towards students is believed important and modeled. Our discipline plan is based on the belief that no student has the right to interfere with the right of others. Parents will be notified when conduct that results in misbehavior occurs and of any continuing problems. Suspension or dismissal from the program will result if necessary. The same school rules for student discipline and code of conduct found in the school's Student Handbook apply to any student attending the Before and After School Program. Students may be referred to the building principal for consequences. If a student has been suspended from school, they may not attend Comet Kids during the suspension period.

Electronic Devices/Toys from Home/Cell Phones

Students will not be permitted to bring electronic devices, toys from home or cell phones to the Before and After School Program. Should any of these items appear, they will be placed in a secured area and distributed at the end of the day. The Comet Kids 'Club will not be responsible for any broken, lost or stolen items.

Communication

Communication is the main key to a successful Before and After School Program. The site coordinator will communicate with parents and students on situations or issues deemed necessary. Parents need to communicate any changes with the site coordinators. ***Please notify when student will be absent, change in drop off/pick up, or other necessary situations.***

Snacks

A snack will be provided for each child in the program.

Program Information

The Comet Kids' Club program was started as a result of parent, community interest. The program is provided at no additional cost to the school district. The program is funded by our parents who are interested in paying for the service. The program is available for students K-4. Amherst Schools' qualified staff members facilitate this program. This program is not required to provide modifications that constitute a financial burden to the School District. The Comet Kids' Club is an equal opportunity provider and employer.