

Mine Hill Educational Foundation

# Welcome to Canfield Kids

2009-2010 Policy Manual



# **The Mine Hill Educational Foundation**

## **Enhancing Educational Opportunities**

### **Canfield Kids**

### **Policy and Procedure Manual**

#### **About Us**

*Canfield Kids* offers a fun and enriching year-round program for children ages 2 ½ to 13 of all ages. Our Pre-School 3 program is a strong academic foundation for children 2 1/2 years of age and up, while our K4 and K5 programs are packed with curriculum reinforcement, life skills, and character building. We pride ourselves on the clean, warm and welcoming atmosphere created by our staff of devoted teachers who foster a love of learning in each child. Our before and after school program is open to children up to 6<sup>th</sup> grade and offers a fun, safe environment for peer interaction and socialization, as well as homework support. Our facility is licensed and regulated by the New Jersey Department of Human Services.

#### **Goals**

The goals of *Canfield Kids* include providing all children with:

- ☺ A safe, clean, and structured environment that encourages independent and group learning through discovery.
- ☺ A place where they can play, learn, and socialize with positive guidance, warmth, and understanding.
- ☺ Homework assistance and other learning opportunities
- ☺ Care that promotes their social, emotional, physical, and intellectual growth through developmentally appropriate activities.
- ☺ A loving staff of teachers that serve as role models, tutors, and mentors.
- ☺ Opportunities for them to be challenged and encouraged to reach their potential at their own pace.

#### **CK Staff**

The staff at *Canfield Kids* is an asset! The providers are professionals who have experience in working with young children. Prior to employment at the center, everyone goes through extensive interviews, background and reference check procedures, including criminal history release screening (as required by NJ law). All staff members receive ongoing continuing education with special emphasis on safety, security, hygiene, health and sanitation. Staff members that work directly with children have obtained or will attain CPR certification and basic life training.



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### **Admission and Enrollment**

*Canfield Kids* requires a completed enrollment packet for all children no later than 48 hours prior to the child attending the center. Enrollment packets may be submitted to the Director, the Foundation mailbox in the main office, or mailed to the street address below. This packet includes this handbook, registration and contact information, medical emergency authorization, photo release, and procedures for obtaining immunization records and medical status, as required by Canfield Kids and The Department of Children and Families. Additional forms may be included at the discretion of Canfield Kids. Applications for enrollment are accepted without regards to race, religion, sex, or national origin. Canfield Kids reserves the right to refuse service to any family or child who does not follow the rules or poses an emotional or physical threat to other children.

### **Drop-In Policy**

Our Drop-In Service is for families that do not need daily child care, but may need us occasionally. The drop-in rate is 10.00/hour. In order to use the drop-in service, a completed enrollment packet and \$25.00 deposit is required prior to your child's first day. Drop in service is limited to is to be used a maximum of **four days per month**. Due to space limitations, drop-in usage is available on a first-come, first-served basis. You must notify Canfield Kids within 24 hours of your child attending so that the proper staffing arrangements can be made.

### **Operating Hours**

Canfield Kids is open 6:30AM to 6 PM Monday – Friday. These times are **not** subject to change. Canfield Kids reserves the right to change operating hours at any time.

### **Overtime**

The center closes at promptly 6 pm. All children must be picked up by this time. A late fee of \$15 per quarter-hour after 6 PM will be assessed. Please call when you know your pick up will be delayed.

### **Snow Days & Delayed Openings**

If the school is closed for a snow day, Canfield Kids is mandated to close as well. In the event of inclement or severe weather Canfield kids reserves the right to close early. The Foundation does not want you, your children or our staff on the roads in bad conditions. Please arrange for someone local to pick up your child if you commute a fair distance away from town.

**\*\*Canfield Kids opens at 9 am on days when Canfield Ave School has called for a delayed opening.**

### **Calendar**

Canfield Kids operates on the same schedule as Canfield Avenue School, however, there are a few exceptions. We remain open during the summer months, some half days, and some in-service days. We always operate on a full-day schedule with the exception of emergency closings and delayed openings. At the start of each school year, you will receive a list of our scheduled days off for that year.



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### **Care, Custody, and Control of Enrolled Children**

#### **For before school drop off:**

All children under the age of 8 must be signed in to the custody of Canfield Kids by their parent or accompanying adult. Children ages 9+ may come to the program unattended, however, it remains the responsibility of the parents. Children over the age of 8 can be signed in and out by the Canfield Kids staff, but they may not sign themselves in or out. Any morning drop offs must enter the school through the main CAS entrance by the main office only. **Until a child is signed in to our custody, they are not our responsibility.**

#### **For after school attendance:**

Proper arrangements must be made between the parents and teachers for appropriate transfer to Canfield Kids. We accept no responsibility for children until they reach our custody. If we are expecting a child, and they do not come, we will contact you immediately and of course make all efforts to locate the child. In order to ensure the safety of all children, parents **MUST** notify Canfield Kids when their child will be absent. **Children coming to the center from classrooms are not our responsibility until they reach our threshold.**

### **Release of Children Policy**

Children may be only released by their parents or by a designated person on their “pick-up” list. Picture identification (drivers’ license, state identification card) will be required and a phone call to a parent will be made if the childcare provider is still in doubt. If someone not on the list is to pick up, written notification from the parent or guardian will be needed or the child **WILL NOT** be released.

If the parent(s) or person(s) authorized by the parent(s) fails to pick up a child at the time of the center’s daily closing, the center shall ensure that:

- 1) The child is supervised at all times;
- 2) Staff members attempt to contact the parent(s) or person(s) authorized by the parent(s); and
- 3) An hour or more after closing time, and provided that other arrangements for releasing the child to his/her parent(s) or person(s) authorized by the parent(s), have failed and the staff member(s) cannot continue to supervise the child at the center, the staff member shall call the 24-hour Child Abuse Hotline 1-877-NJ-ABUSE (1-877-652-2873) to seek assistance in caring for the child until the parent(s) or person(s) authorized by the child’s parent(s) is able to pick-up the child.

If the parent(s) or person(s) authorized by the parent(s) appears to be physically and/or emotionally impaired to the extent that, in the judgment of the director and/or staff member, the child would be placed at risk of harm if released to such an individual, the center shall ensure that:

- 1) The child may not be released to such an impaired individual;
- 2) Staff members attempt to contact the child’s other parent or an alternative person(s) authorized by the parent(s); and
- 3) If the center is unable to make alternative arrangements, a staff member shall call the 24-hour Child Abuse Hotline 1-877-NJ-ABUSE (1-877-652-2873) to seek assistance in caring for the child.



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### Absence Policy

It is the responsibility of the parent to notify Canfield Kids if your child is absent from School and will not be attending. Please call our offices in the morning to let the CK staff know of any scheduling changes. If you are taking the day off from work, are out of the office, or your child will be staying with someone else, please let us know how you can be properly reached in case of an emergency.

### Published Rates

Canfield Kids collects tuition on a monthly basis. **Tuition is due by the 1<sup>st</sup> day of each month for that entire month.** Canfield Kids requires payment by check or money order. Other payment options may be available at the discretion of the Foundation. Tuition cannot be pro-rated for hours or days missed for any reason. Tuition payments reserve the child's space with Canfield Kids. A Late fee of \$25 will be assessed for each day that tuition remains unpaid. If tuition is not paid by the 5<sup>th</sup> of the month, the child will not be admitted to Canfield Kids. Please keep in mind that Canfield Kids is part of a non-profit program and we are not in a position to carry monies that are due. **A fee of \$50 for insufficient funds (bounced checks) will be assessed.** This would cover bank charges & additional time for bookkeeping.

### Usage Audit

At the end of the month, hours will be audited to monitor that your child's attendance is in accordance with your monthly plan. The Foundation reserves the right to notify you of an overage and an adjustment to the prior month's bill may be assessed.

### Tuition Cost

The monthly rates are as follows:

Full Time	Part Time	Minimum	Before School	Drop In
\$635.00	\$385.00	\$235.00	\$175.00	\$10.00/hour

Full-Time = 120 hours per month or more; Part Time = 60 - 119 hours per month  
Minimum Care = 59 hours a month or less; Before School = 7 AM to 8:30 only  
Drop in = occasional usage

### Family Daycare Discount

For families enrolling more than one child, a lowered rate will be charged for the additional child. The 2<sup>nd</sup> child will be designated as the child paying the lesser tuition rate of the two.

The rates are as follows:

Full Time	Part Time	Minimum	Before School	
\$625.00	\$375.00	\$225.00	\$165.00	
\$590.00*	\$350.00*	\$210.00*	\$150.00*	*additional child rates



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### **Registration Fees**

There will be a non-refundable registration fee of \$50.00, to be paid with submission of the enrollment packet. This deposit will be applied to the first month's tuition.

### **Open Door Policy**

Canfield Kids has an open door policy. Quality care for your child includes good communication between the parents and the center's staff. Parents are welcome to come by unannounced, anytime during the day to visit. The center's only concern is for parents to use discretion when coming to visit during nap or quiet time since it is disruptive to a crucial time of the day for all of the children. The staff is proud of the center, the children and their work, and they welcome the opportunity to show that whenever possible!

### **Child Custody Issues**

*Canfield Kids* has no legal authority to refuse the release of a child to either parent EXCEPT in the case of legally served court orders. A copy of a signed court order stating custodial assignment must be in a child's file to refuse release to a *parent*. Any restraining orders restricting access to a child must be presented to Canfield Kids. A recent and representative photo of the person or persons forbidden from picking up MUST accompany any paperwork such as a court order or restraining order. Any conflicts or discrepancies will be resolved by contacting the Wharton PD while the child remains in our custody.

**Canfield Kids takes the responsibility for your child's safety very seriously.** In the event a staff member feels threatened or that potential harm might be imminent, they will release the child, notify the police and request an Amber Alert. Any additional information or questions regarding this should be addressed with the Director.

### **Expulsion Policy**

Unfortunately, there are sometimes reasons we have to expel a child from our program either on a short term or permanent basis. We want you to know we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced. The following are reasons we may have to expel or suspend a child from this center:

#### **IMMEDIATE CAUSES FOR EXPULSION**

- The child is at risk of causing serious injury to other children or himself/herself.
- Parent threatens physical or intimidating actions toward staff members.
- Parent exhibits verbal abuse to staff in front of enrolled children.

#### **PARENTAL ACTIONS FOR CHILD'S EXPULSION**

- Failure to pay/habitual lateness in payments. If a family becomes more than 5 days late with payment, access to the program may be denied.
- Failure to complete required forms including the child's immunization records.
- Habitual tardiness when picking up your child.
- Verbal abuse to staff.



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### **CHILD'S ACTIONS FOR EXPULSION**

- Failure of child to adjust after a reasonable amount of time.
- Uncontrollable tantrums/ angry outbursts.
- Ongoing physical or verbal abuse to staff or other children.
- Excessive biting.

### **SCHEDULE OF EXPULSION**

- If after the remedial actions above have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting an expulsion. An expulsion action is meant to be a period of time so that the parent/ guardian may work on the child's behavior or to come to an agreement with the center.
- The parent/guardian will be informed regarding the length of the expulsion period.
- The parent/guardian will be informed about the expected behavioral changes required in order for the child or parent to return to the center.
- The parent/guardian will be given a specific expulsion date that allows the parent sufficient time to seek alternate child care (approximately one to two weeks notice depending on risk to other children's welfare or safety).
- Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the center.

### **A CHILD WILL NOT BE EXPELLED**

If a child's parent(s):

- Made a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements.
- Reported abuse or neglect occurring at the center.
- Questioned the center regarding policies and procedures.
- Without giving the parent sufficient time to make other child care arrangements.

### **PROACTIVE ACTIONS THAT CAN BE TAKEN IN ORDER TO PREVENT EXPULSION**

- Staff will try to redirect child from negative behavior.
- Staff will reassess classroom environment, appropriate of activities, supervision.
- Staff will always use positive methods and language while disciplining children.
- Staff will praise appropriate behaviors.
- Staff will consistently apply consequences for rules.
- Child will be given verbal warnings.
- Child will be given time to regain control.
- Child's disruptive behavior will be documented and maintained in confidentiality.
- Parent/guardian will be notified verbally.
- Parent/guardian will be given written copies of the disruptive behaviors that might lead to expulsion.
- The director, classroom staff and parent/guardian will have a conference(s) to discuss how to promote positive behaviors.
- The parent will be given literature or other resources regarding methods of improving behavior.
- Recommendation of evaluation by professional consultation on premises.
- Recommendation of evaluation by local school district child study team.



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### Dress Code

Children should arrive clean and dressed. *Canfield Kids* is designed to keep children actively learning through play both indoors and out. Parents should dress their children in comfortable, washable play clothing. Children will get dirty and clothes may even be stained, so prepare for the worst by not dressing the children in their best clothing. Extra clothing needs to be left at the center for Preschool-K5. All clothing including jackets, sweaters, mittens, hats, bathing suits, towels, and any extra footwear should be labeled with your child's name.

Children must wear shoes at all times. Non-slip shoes with closed toes are best in preventing accidents or discomforts. Canfield Kids strongly recommends sneakers for use at Canfield Kids. If your child dresses up during the day, we require non-slip shoes at Canfield Kids. You should consider keeping a spare set of shoes at CK if needed to meet this requirement. **Please note, children will only be allowed on the playground when sneakers or other closed toe, rubber sole shoes are worn.** This is for the protection of the children.

### Jewelry

Some pieces of jewelry pose choking and entanglement hazards and are unsafe to wear at the daycare. Rings, bracelets, necklaces, anklets, and toe rings are not permitted at the center. **Jewelry will be removed and Canfield Kids will not take responsibility if it is lost or stolen.** PLEASE leave jewelry at home!

### Discipline Policy

The staff at *Canfield Kids* is committed to providing an environment where children feel safe and comfortable. The staff always will use a positive approach to discipline. Good behavior is encouraged through example and always recognized. CK Teachers make every effort to continuously praise any child displaying good listening skills. All children are encouraged to use skills that will allow them to resolve conflicts and have their needs met without resorting to aggressive or destructive behavior. Discipline and guidance of your child will be as consistent as possible. It will be based on an understanding of their needs and development. Children will be disciplined with positive reinforcement that promote self-esteem, encourage self-control and self-direction. Occasionally, a short "cool down time" will be applied when a teacher feels that it is necessary to remove a child from a situation. This gives the child time to think about their actions and to cool down. **At no time will there EVER BE any form of physical punishment at Canfield Kids.** If the staff is unable to help the child control a child's behavior a parent will be contacted to intervene.

### Biting

A child overwhelmed by anxiety may bite. It is difficult and frustrating for the parents, the children, and the caregiver involved. Our policy is to attempt to stop chronic biting by observing and documenting the episodes. Biting is strictly prohibited at Canfield Kids and children who bite will be sent home. We understand it might create hardship for parents, but we have to protect the other children in this instance.



## **Allergies and Medication Administration**

### **Allergies**

ANY and ALL food or other allergies MUST be brought to the attention of Canfield Kids. Special medical arrangements or dietary needs will need to be discussed with the Director to determine the best course of action for the safety of all the children.

### **Medication**

During School Hours, Canfield Kids has access to the services of Canfield Avenue School nurse. However, there may be times when a child needs to have routine medication administered while in care of Canfield Kids. We will provide reasonable accommodations for the administration of medication or health care procedures to a child with special needs, if failure to administer the medication or health care procedure would jeopardize the health of the child or prevent the child from attending the center.

Please observe these medication guidelines:

- Parents must provide written permission before any medication or health care procedure is administered to a child. All medications must be signed in and out.
- Medications must be brought to the center in a zip lock bag with a calibrated measuring spoon.
- Medication must be in its **original container**, labeled with the child's name, name of the medication, date it was prescribed or updated, the expiration date, and directions for administration.
- Administration of prescription medication requires a doctor's statement on the child's condition and health status. A health care provider's note is also needed for any type of non-prescription medication other than antihistamines, cough suppressants, decongestants, fever reducers/pain relievers (such as acetaminophen and ibuprofen) or topical preparations (such as sunscreen).
- If a child needs a health care procedure while at the center (such as the use of a nebulizer, glucometer or epi-pen), parents must let us know who can provide appropriate training for our staff, and how we can contact the health care provider.
- Medication will only be given according to the directions on the label, unless we have other written instructions from a health care provider.
- Any medications which read "consult a physician" will require a written statement from your physician defining the appropriate dosage.

Medication or health care procedures will only be given by authorized staff that is informed of the child's health care needs. If a child shows any adverse effects of medication or health care procedures, parents will be notified immediately. Unused medication and health care equipment will be returned to parents when no longer being administered.

We will maintain on file a record of:

1. The child's name and parental authorization;
2. The name of the medication;
3. The condition for which the medication or health care procedure is being used;
4. The instructions for administering the medication, including the dosage and frequency;
5. The time and by whom the medication was administered to the child; and
6. Any adverse effect the medication may have had on the child.



## **Injury and Emergency Procedures**

### **Severe Personal Injury**

The following steps will be followed in an emergency situation:

1. The parent/guardian will be contacted immediately.
2. The child's health care provider will be contacted.
3. We will attempt to contact you through all of the emergency persons listed on the child's application form.
4. If we cannot contact you, your child's health care provider, or other emergency contacts, we will do any or all of the following:
  - (a) Call for emergency first aid assistance/transportation.
  - (b) Have the child transported to an emergency hospital in the company of a staff member.

**\*\*In cases of severe emergency, 911 will be the first action taken, followed by parent/guardian.**

## **Required Medical Assessments**

### **Health Physical**

All children NOT enrolled in Canfield Avenue School must have a complete health physical and return the Universal Health Care Form (included in your enrollment packet) to the Director prior to their start date. All school-aged children that are enrolled need a Medical Declaration Statement (included in your enrollment packet). These forms MUST be updated at the start of each school year.

### **Immunizations**

Each child enrolled at Canfield Kids must meet the applicable immunization requirements specified by the State of New Jersey. All immunizations required for the child's age must be completed and documentation provided to the center 48 hours prior to admission into the center. **Children currently enrolled at Canfield Avenue School are NOT exempted from this requirement.** We, as well as CAS, need a copy of immunization records.

## **Management of Communicable Diseases**

Childhood diseases are a natural part of life. When a child contracts a communicable disease, all parents will be notified in accordance with the guidelines established by the "Communicable Disease Chart" (see below).

### **Illnesses**

In order to prevent illness from being spread among Canfield Kids, please observe the following guidelines. Your child will be sent home if exhibiting any of the following symptoms:

- Severe pain or discomfort accompanied by any abnormal symptoms
- Acute diarrhea (3 or more episodes)
- Two or more episodes of acute vomiting
- Elevated ear temperature of 100.4 degrees Fahrenheit



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- Sore throat with fever or white spots on tonsils
- Lethargy accompanied with fever, rash, or crankiness
- Severe productive coughing or uncontrolled nasal discharge (green in color)
- Red eyes with discharge
- Infected, untreated skin patches
- Difficult or rapid breathing
- Skin rashes in conjunction with fever or behavior changes
- Skin lesions that are weeping or bleeding
- Mouth sores with drooling
- Stiff neck

When a child becomes ill while at the center a parent or guardian will be contacted to pick up the child ***immediately***. After receiving notification, we require that your child be picked up from the program within one hour. Failure to pick up a sick child in a timely manner endangers the health of all children in the classroom and may result in termination from Canfield Kids. Ill children must be “fever-free” at least 24 hours before returning to the center. **Children sent home or absent from the school or center due to a contagious disease may return to the center with a physician’s statement indicating the child is no longer contagious and is ready to return to center activities.**

If your child is sent home sick from CK or CAS for vomit/fever they must **not** attend CK the next day. If your child attends CAS and does not go to school for any reason they cannot stay at CK. This includes but is not limited to illness or CAS disciplinary action such as suspension from school.

### **Table of Excludable Communicable Diseases**

<b>Respiratory Illnesses</b>	<b>Gastro-Intestinal Illnesses</b>	<b>Contact Illnesses</b>
Chicken Pox	Campylobacter	Impetigo
German Measles	Escherichia Coli	Lice
Hemophilus Influenzae	Giardia Lamblia	Scabies
Measles	Hepatitis A	Shingles
Meningococcus	Salmonella	
Mumps	Shigella	
Strep Throat		
Tuberculosis		
Whooping Cough		

### **Health and Safety**

Canfield undergoes routine inspections for health, fire, and safety as outlined and defined by the requirements for operation in a public school building, as well as the requirement of the NJ Department of Children and Families.



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### Emergency Evacuation and Relocation

An emergency evacuation and relocation plan is posted at the center. A fire drill will be conducted twice a month for the children and staff to stay prepared. In the event of Code Red or Lockdown conditions, Canfield Kids yields control to the Emergency Provisions and Policies of the Canfield Avenue School.

### Policy Changes

Upon enrollment, parents will be provided with this manual and an opportunity to read and discuss with the Director the information within. Any time policies and/or procedures change that affect the operations of the center throughout the year, parents will be notified in writing as soon as administratively feasible. Parents are always welcome and encouraged to raise any questions or concerns they may have.

### Meals

Children will eat the meals and snacks they bring from home at a scheduled time each day. Discretion is exercised as needed. Sharing of food and snacks, while not forbidden, is discouraged and parents are asked to reinforce this policy. Foods that require cooking or reheating should be sent warmed and wrapped for your child to eat at lunchtime. **The CK staff is forbidden to cook, reheat or prepare foods in accordance with our license. Please send in any foods in a “ready to eat” condition.**

For children attending our full day program, they will need at least 2 snacks and a lunch, as well as any drinks. Please note, that while we always have extra snacks on hand, we still encourage that the children first eat what their parents packed them. For children in aftercare, please keep in mind that your child will need a snack even if they bought lunch at school.

### **Cafeteria Program**

All children in the before school program have the option to buy breakfast from the cafeteria for \$1.10 a day. All breakfast orders must be in promptly by 8AM each morning. If your child receives breakfast and you know you will be late, you may call in your order to CK. Preschoolers may buy lunch through Canfield Avenue School for the cost of \$2.40 a day. Lunch orders must be placed no later than 9:15AM. Again, if you expect to be late but need to order lunch, you may call the order in to CK. For information on putting money on a lunch card for your child, please see the Director.

**\*\*In the event of a half day or days that CAS is closed, the cafeteria IS NOT AVAILABLE FOR BREAKFAST OR LUNCH.**

### Schedules

*Canfield Kids* has established schedules for each age group that incorporates opportunities for children to take full advantage of a wide variety of activities. These activities have been well planned to provide for a stress-free learning environment. Activities chosen promote a “learn at your own pace” concept while including group time, individual play time, and quiet periods. Children are encouraged but not required to



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participate with the activities. A schedule of activities will be posted. Parents are always welcome to make suggestions or share related ideas of interest.

### **Parental Involvement**

The program established at *Canfield Kids* encourages and promotes parental involvement with an open door policy, continual communication between center and parent, along with opportunities for parents to share ideas and concerns in a positive way.

Research has proven that children enter the world with a great ability to learn. The first five years of a child's life are a time of extensive social, emotional, physical, and cognitive growth. When families actively support their children and teach them that learning is important and fun, the children are much more successful at learning. CK will occasionally notify you of different opportunities for parental involvement. This may include supply requests for special projects, assistance with field trips, or notification of events and/or resources parents might find useful. Parents are always welcome to make suggestions or relate ideas of interest. The center wishes to initiate a strong foundation of educational values that can be enhanced in later school years.

### **Outdoor Recreation**

*Canfield Kids* promotes bringing the indoors out and the outdoors in for a complete "natural" learning experience. All children will be given time outdoors each day, weather permitting, to have "play time." Open-ended activities and age appropriate equipment is provided. This gives the children opportunities to interact with others and learn in a self-directed way. The Foundation has provided a brand new, state-of-the-art playground, basketball courts, reading garden as well as a new baseball field for the Canfield Avenue School as well as the Mine Hill Community. At Canfield Kids, we encourage gross motor play and aim to get children outdoors for at the least 45 minutes a day, weather permitting. Please be sure to dress your child accordingly. *There are 2 pieces of equipment on the playground which we deem to be an unnecessary risk for the children. We have brought these to the attention of the BOE.*

### **Animals at the Center**

Canfield Kids follows the regulations of Canfield Elementary School. Animals and pets are not allowed to be brought to the center under any circumstances.

### **Video and/or Photographs**

The center may produce classroom photographs and/or video tapes of the children for teacher training purposes, for marketing of the program, for use by the press and for use in grant application materials. These photographs and videos may be reproduced and/or published on the Foundation's website or in printed publications. A permission slip is required before any child's photo/video will be release.



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### **Personal Items at Canfield Kids**

Personal items such as toys, books, video games, electronics, and other items from home are strictly prohibited at Canfield Kids. We understand that children may bring in items for class that will accompany them after school, but they are to be left in their backpacks. We have plenty of fun things for kids to enjoy. **Children Grades 2 and up** may bring in electronic devices to use during free time, however, a permission slip is required. Please understand that we do not lock up any unattended items while in the gym or on the playground, so we will not be responsible for any lost, broken, or stolen items.

### **Children's Required Supplies List**

**Absolutely** anything that comes into Canfield Kids must have your child's name on it to avoid any confusion.

#### **Preschool 3 and K4:**

1. A complete change of clothes-labeled with your child's name
2. Two changes of underwear
3. A cot sheet and/or blanket for napping-also labeled
4. A lunch (or lunch money), 2 snacks, and drinks. Please label lunchboxes.

#### **Kindergarten 5:**

1. An afternoon snack
2. A change of clothes at the parent's discretion

#### **Grades 1-6:**

1. Appropriate clothing for indoor and outdoor play
2. Any class supplies, books, or other tools needed for a successful homework session

### **Policy Changes**

Canfield Kids reserves the right to revise or amend any policy at anytime, however, we will always make very attempt to notify all parents in a timely fashion.



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### Activity Schedule

#### **Preschool 3 and Kindergarten 4**

7:00-8:20	Before care/ Free play
8:20-8:25	Take grades 1-6 outside/to classrooms for dismissal
8:20-8:30	Transition: K-4 enter and K-5 leave for class
8:30-8:45	Free Play for K4/ P3 transition to Preschool Room
8:45-9:15	Morning Circle (Morning Message, calendar, jobs, weather, discussion of the day's activities, lessons and theme)
9:15-9:30	Wash hands and eat snack
9:30-10:15	Art project/Math or Reading Skill of the Day
10:15-10:45	Outside time/gross motor play
10:45-11:00	Story Time/Table Toys/fine motor skills (varies by day)
11:00-11:15	Wash hands
11:15-11:45	Lunch Time
11:45-12:00	Bathroom Break
12:00-12:30	Rest/Quiet time

**\*\*K4 Transitions to school\*\***

12:30-2:00	Rest/Quiet Time continued for P3
2:00-2:30	Afternoon Circle Time (Day's review, songs, story time)
2:30-2:45	Any unfinished art project or skill reinforcement
2:45-3:00	Bathroom break, wash hands, and eat snack
3:00-3:20	Puzzles/Games/Table Toys/fine motor skills
3:20-3:30	Transition to aftercare

#### **Kindergarten 5 Schedule**

12:20-12:30	K-5 transitions to Canfield Kids
12:30-1:00	Homework support/Computer Time
1:00-1:30	Afternoon Circle Time-K5 (Welcoming/introduction to day's activities, lesson, and theme)
1:30-2:15	Art Project/ Skill building activity (math, reading, handwriting)
2:15-2:45	Outside Time/Gross Motor Play
2:45-3:00	Wash hands and eat snack
3:00-3:20	Puzzles/Games/Table Toys/Computer Time (varies by day)
3:20-3:30	Transition to aftercare

#### **After Care Schedule**

##### **P3- K5 Room**

3:30-3:45	Free Play Time
3:45-4:20	Outside time/gross motor play
4:20-5:00	Indoor Gym Time
5:00-6:00	Free play/movie or karaoke time/clean-up

##### **1-6 Grade Rooms:**

3:20-3:45	Transition/Snack
3:45-4:20	Homework Time/Academic Reinforcement
4:20-5:00	Outside/gross motor play
5:00-6:00	Computer skills/movie or karaoke time/homework wrap up/clean up



**The Mine Hill Educational Foundation**  
**Enhancing Educational Opportunities**

**Parent Policy Manual Contract**

Child's Name: \_\_\_\_\_ Grade Level: \_\_\_\_\_

- I have received and read the Canfield Kids Policy Manual and agree to abide by the rules and regulations within.
- I understand that monthly tuition is due on the first of each month for that upcoming month. I understand and agree to pay a late fee of \$25 for each day that tuition remains unpaid. If tuition is not paid by the 5<sup>th</sup> of the month, my child will not be admitted to Canfield Kids.
- I understand that my child must be picked up by 6pm. I agree to pay a late fee of \$15 per quarter-hour after 6 PM.
- I understand the importance of keeping to my child's schedule and keeping Canfield Kids up to date on any schedule changes. I also agree to notify Canfield Kids when my child is ill, will be absent, or will be attending.

**I attest that I have read and understand the following policies:**

- |  |           |          |
|--|-----------|----------|
| 1. Policy on the Release of Children                   | _____ Yes | _____ No |
| 2. Policy on Discipline                                | _____ Yes | _____ No |
| 3. Policy on the Expulsion of Children from Enrollment | _____ Yes | _____ No |
| 4. Policy on the Management of Communicable Diseases   | _____ Yes | _____ No |

Parent's Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_