

## **DISCIPLINE AND TERMINATION**

While we hope that disciplinary action and termination is never needed, it is important to have a plan in place so that volunteers can ensure safety for everyone and handle these situations consistently. It is also important for families and kids to understand that it is a privilege to attend Kidzone and participate in the variety of activities offered at no cost.

If discipline is required the following steps will be taken:

1. Encourage the kids to solve the problem themselves
2. Intervention (verbal warning, separation) and discussion
3. Loss of activity and re-directed to another area of Kidzone
4. Loss of privilege to attend Kidzone and asked to leave facility. Parents contacted and a meeting with Kidzone Director will be set up before child returns to Kidzone.

If the Kidzone Team feels there is a chronic pattern of dangerous or disruptive behavior, parents will be contacted and will be required to meet with the team or Kidzone Director prior to the child returning to Kidzone. If the problem continues, the child will be terminated from the Kidzone program for the safety and well being of all.

Termination may also result if there is a continual lack of compliance by the parents and/or child to Kidzone policies and procedures, (i.e.: picking up child on time, lack of support for behavioral expectations, Child Information form not turned in). If you have questions regarding a policy or procedure please ask a volunteer or contact the Kidzone Director so that we can avoid disciplinary action or termination.



## **KIDZONE INFORMATION**

### **HOURS OF OPERATION**

Kidzone will be open to kids of our community from 3:05 p.m. to 6:00 p.m. on Tuesday and Thursday afternoons that school is in session during the 2011-2012 school year.

### **ARRIVALS & DEPARTURES**

There is no transportation provided for the elementary schools, so the parents will need to arrange for transportation or the kids can walk from Kinsey and Christian School after school is dismissed. The children will need to sign in at Kidzone when they arrive. This will help us to be accountable in knowing who is here for the day as well as tracking attendance and the number of children we serve. Transportation is available from the Middle School but a permission slip *must be signed* by the parents or the student will not be able to ride in the van.

The kids are also expected to sign out when they leave. If a child leaves at 4:00 on their bicycle then we would be able to communicate with a parent that "Johnny left at 4:00 on his bike." The Child Information forms (filed with the Kidzone Staff) indicate on the 3rd page whether parents are comfortable with their child leaving the facility by themselves before 6:00 p.m. Kidzone is not responsible for kids who leave Kidzone early or for kids who walk or ride their bikes to and from the facility.

## **AFTERNOON SCHEDULE OF ACTIVITIES**

The schedule for Kidzone will be as follows:

- \*3:05-3:30p.m.** – Greeting the kids, sign in, putting bags and coats in designated area and gym time.
- \*3:30-4:00p.m.** – Snack time and free time
- \*3:50-4:50 p.m.** – Kidzone Too Group Time (TK, K-1<sup>st</sup> grade)
- \*4:00-4:50p.m.** – Kidzone group time (2<sup>nd</sup>-MS) Guests, crafts, service work, games, monthly Theme-Organized small groups, individual crafts, games, etc...(Age appropriate activities planned or free time)
- \*4:50-5:00p.m.** – Pick up and clean-up
- \*5:00-5:45p.m.** – Homework/tutoring help or academic activities, movie or gym time.
- \*5:45-6:00p.m.** – Final clean up.

The schedule needs to remain flexible in order to make adjustments as needed and to best serve the kids, depending on the numbers and kids we are serving at the time.

During free time and activity time, there will be a variety of games and resources available in the Kidzone Closet and various classrooms for the volunteers and kids to access. The variety of activities will allow kids to have many choices during their free time. However, we, as a volunteer team, feel it is important to be consistent in keeping a balance of free time and structure in order to promote a safe and nurturing environment.

### **Snacks**

Our goal is to serve a variety of healthy and fun snacks after school for the kids. Vending machines will not be allowed to be used during Kidzone hours.

We do keep track of children with food allergies according to the child's information form.

\*Snacks will be eaten at the Kidzone tables and will not be allowed in other areas of the Kidzone unless it is a special occasion and approved by the Kidzone Director. Volunteers or kids will not use vending machines during Kidzone hours. Parents should not send snacks with their kids as they are provided, unless there is a medical/health issue.

\*Kids are to be in the main area of the Kidzone, the Ruth or David rooms, Kidzone Too, or the gym at all times, unless supervised by a volunteer in another area of Kidzone or the church. Kids are to use the bathrooms located right outside the gym and volunteers will supervise them periodically.

\*During winter months, boots are to be left in the Kidzone entry way. Children are encouraged to wear shoes.

### **DONATIONS**

Although not a requirement for any family, we are blessed by donations to keep Kidzone operating cost free. The biggest way you can give is by volunteering your time as your schedule allows. Volunteer training and much flexibility is available! You will also find slips on the Kidzone bulletin board of items we could use. Please take a slip, purchase the item and return to Kidzone. Donations of snacks and cash are always welcome!



## **KIDZONE TOO**

Children in TK, K and 1<sup>st</sup> grade will play in a special area set up in the Education Wing of the church from 3:50-4:50 p.m. Age appropriate activities, crafts, games etc. will be available and supervised by Volunteers.

## **ILLNESS**

The health and safety of all the kids and volunteers is of the utmost importance here at Kidzone. It is for the protection of everyone involved that everyone adheres to the following health and safety guidelines. Please read them carefully and refer to them as often as needed.

When an accident or illness occurs an honest attempt will be made to contact parents or the designated person(s) on the Child Information form. Medication will not be administered at Kidzone due to liability.

If a child or volunteer shows any of the following symptoms, he/she may not attend or volunteer at Kidzone that day.

1. A temperature of 100.5 degrees or above.
2. Any diarrhea or vomiting
3. Sore or discharging eyes or ears
4. An undiagnosed rash
5. Other signs of communicable illness

You must be free from the above symptoms for a minimum of 24 hours – No exceptions!

## **MEDICAL EMERGENCIES**

Incase of a serious accident or sudden illness requiring medical attention, the following procedures are followed:

1. 911 will be contacted if deemed necessary.
2. Child's parents or emergency contact(s) are called.
3. Child's Information Form taken to emergency services at the Sioux Center Hospital.

\*It is extremely important, especially in instances of illness or emergency that the contact information is up to date and all information is correct. Please report any changes immediately to the Kidzone Staff so that the files can remain up to date and accurate.

\*For minor injuries like bumps or small cuts, first aid will be administered. A first aid kit will be accessible in the kitchen. If the injury is more serious, (i.e.; stitches, broken arms, etc...) the parent will be notified immediately. Parents will be responsible for all costs involved in emergency medical treatment, including emergency transportation if required.

\*As a licensed social worker, the Kidzone Director has a responsibility by law to recognize and report any evidence of child abuse (physical, emotional or neglect) to the Dept. of Human Services.

## **SAFETY**

Periodically, volunteers and kids will review fire and tornado safety and evacuation practices. These will be documented and filed in the Kidzone Staff office. Evacuation maps will be posted at Kidzone and the gym. First aid kits, fire extinguishers, and gloves will all be available at Kidzone .

## **KIDZONE BEHAVIOR EXPECTATIONS**

In order to offer a safe, structured and nurturing environment to kids and volunteers, two main patterns of behavior will be expected and enforced at Kidzone: respect for other people and respect for property. During large group time, the expectations will be reviewed frequently so that volunteers can be consistent and kids can be familiar with them. We encourage parents to review these with their child at home as well.

\*No running, screaming, roughhousing, etc...permitted in the facility. Appropriate behavior is expected in the gym while playing basketball, etc...

\*No hitting, pushing, kicking, biting, grabbing, spitting or pinching others. Hands need to be kept to ourselves.

\*No standing or climbing on chairs, tables, pool or air hockey tables, kitchen counters or other furniture with them. We encourage parents to review these with their child at home as well.

\*No mistreatment or destruction of property, games, supplies, gym equipment, pool balls or sticks, etc... Parents will be notified if destruction of property occurs.

\*Respect for everyone is mandatory! No name calling, swearing, or bad language will be tolerated from any volunteer, parent or child.

\*No gun or violent play allowed.

\*Kids are not allowed in the kitchen area without a volunteer's permission and supervision.

\*Kids and volunteers are expected to assist with clean up each afternoon before going home.

## **Large Group Time**

Large group time can be utilized in a variety of ways. We plan to incorporate biblical lessons, guest speakers, service projects for the community and elderly, games and challenges for the kids, etc... We will also use this time to gather in the gym at the beginning of Kidzone to review our monthly verse, our weekly plans and activities that they would like to be involved in, snack ideas, behavior expectations, and safety reviews. Input from volunteers and parents on topics or an idea for our large group time is welcome and encouraged!!

## **Homework**

Homework and tutoring time will be held later in the afternoon. The kids need time to play and unwind after their day at school. However, we believe it is important that kids have time to get their homework done or receive one-to-one help from volunteers. Children who are at Kidzone from 5:00 p.m. to 5:45 p.m. will be encouraged to work on their homework or some type of reading or educational activity. Volunteers are encouraged to spend time with children assisting them if needed or providing some type of educational activity. Reviewing the kids' school day is also a great way for kids to be heard, and volunteers to mentor and encourage the importance of education. School supplies such as paper, pencils, etc...will be located in the closet as well.

## **Calendar**

A copy of the calendar of activities for each month will be handed out or available in the blue mailbox to take home for your convenience. Having activities and snacks planned is helpful in order to have necessary supplies as well as for volunteers, families and kids to know what's happening at Kidzone! Again, suggestions and ideas are welcome!!

