



KIDS KORNER

After-School Program



Located at
101 North Glenview
Carbondale, IL 62903-1326

Contact Us		
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Welcome to Kids Korner. We care about the health and safety of our families and community.
We are always listening and following the guidance of CDC, IDPH, and JCHD.

ADDRESS AND PHONE NUMBERS

Kids Korner
101 North Glenview
P.O. Box 1326
Carbondale, Il 62903-1326
Phone: (618) 457-7356
Fax: (618) 457-2580

LICENSING STANDARDS AND COMPLIANCE

Kids Korner is licensed by the State of Illinois Department of Child and Family Services. Periodic inspections ensure full compliance with Illinois State rules and regulations governing licensed childcare centers. The license certificate is displayed in the childcare center.

INSURANCE

The Carbondale Park District does not carry medical or loss of personal property insurance for childcare participants. For the District to carry such insurance would make childcare fees prohibitive. It is advisable to review your own personal insurance plan to be certain that you and your family have proper coverage. The center carries liability insurance as required by the state. The insurance will not include medical coverage for illness and accidents.

ENROLLMENT QUALIFICATIONS

Kids Korner is a school-age program for those children enrolled in grades kindergarten through sixth on a full and part-time basis. The program is limited to a maximum number of children with the goal of enrolling an equal number of each grade level in the rooms serving more than one grade, and a near equal ration of boys and girls per room.

STAFF/CHILD RATIO

The staff/child ratio is 1 to 15 when the program is at its maximum of 57 children. In order to maintain our quality low child/staff ratio children are selected on a first come/first service basis as a vacancy becomes available in an age/gender group. Seven age groups are served: kindergarten, first grade, second grade, third grade, fourth grade and sixth grade.

WAITNG LIST

In order to be placed on the waiting list, please call or stop by Monday through Friday at Kids Korner, 101 North Glenview, 457-7356, between the hours of 2:00 p.m. and 5:45 p.m.

ADMISSION PROCEDURES

To enroll a child, the following criteria must be fulfilled:

1. Prior enrollment, the *Application Form* must be submitted to Kids Korner. Application forms may be picked up at Kids Korner, 101 North Glenview, Carbondale, IL 62901.
2. The following forms must also be filled out and placed on file with the center before the child(ren) can be enrolled:
 - a) *Verification of Receipt of Childcare Choices Summary.*
 - b) *Certification of Child Health Examination.* A new Certificate of Child Health Examination must be completed and placed on file before the child enters the fifth grade. Illinois State law requires certain immunizations and test to be completed before a child may be enrolled in any childcare center or public schools. These immunization and test requirements shall be enforced.
 - c) *School Consent Form*
 - d) *Sunscreen Form*
 - e) *Field Trip Form*
 - f) *Child Pick-up Form*
 - g) *Child and Adult Care Food Program Form*
 - h) *Tuition Express Forms*
3. Payment of a deposit fee is required prior to attendance. The deposit fee will be applied to the last week(s) your child is in attendance. THE DEPOSIT FEE IS NON-REFUNDABLE.
4. A thirty-day (3) observation period will be initiated for each child entering or reentering the program. This time will be used to determine the suitability of the program for that child.

WITHDRAWAL PROCEDURES

If you plan to withdraw your child(ren) from Kids Korner, it is requested that you fill out a *Withdrawal Form* of your intentions at least 2 weeks in advance so that families on the waiting list may be notified of the forthcoming vacancy.

Additionally, if a child is absent for five (5) consecutive days and the center is not notified of the reason for the absence, **the District will assume that the child has been withdrawn and the parent(s) and child shall forfeit all fees and privileges.**

HEALTH, ILLNESSES AND ACCIDENTS

1. In an attempt to maintain the highest possible standards relating to the health and safety of the children, the following guidelines have been formulated for the staff and the parents. If, at times this causes some inconveniences to either a staff member or a parent, we ask for your tolerance in our effort to protect ALL the children and maintain a safe and healthy environment for all concerned.

2. In general, children should not attend the program when:
- a) The child did not attend or has been sent home that day from school. All attempts will be made to verify absences from school.
 - b) Children with diarrhea and those with a rash combined with fever (oral temperature of 100 degrees Fahrenheit or higher or under the arm temperature of 99 degrees Fahrenheit or higher) shall not be admitted to the childcare center while those symptoms persist, and shall be removed as soon as possible should these symptoms develop while the child is in care.
 - c) Children need not be excluded for a minor illness unless any of the following exists, in which case exclusion from the childcare center is required.
 - 1) Illness which prevents the child from participating comfortably in program activities.
 - 2) Illness which calls for greater care than the staff can provide without compromising the health and safety of other children;
 - 3) Rash combined with fever over 100 degrees F (oral)
 - 4) Unusual lethargy, irritability, persistent crying, difficulty breathing or other signs of possible severe illness;
 - 5) Diarrhea;
 - 6) Vomiting two or more times in the previous 24 hours, unless the vomiting is determined to be due to a non-communicable condition and the child is not in danger of dehydration;
 - 7) Mouth sores associated with the child's inability to control his/her saliva, until the child's physician or the local health department states that the child is not infectious;
 - 8) Rash with fever or behavior change, unless a physician has determined the illness to be non-communicable;
 - 9) Pink eye (purulent conjunctivitis) until 24 hours after treatment has been initiated;
 - 10) Impetigo, until 24 hours after treatment has been initiated;
 - 11) Strep throat, until 24 hours after treatment has been initiated and until the child has been without fever for 24 hours;
 - 12) Head lice, until the morning after the first treatment, and no eggs;
 - 13) Scabies, until the morning after the first treatment;
 - 14) Chicken Pox, until at least six days after onset of rash;
 - 15) Whooping cough, until five days of antibiotic treatment have been completed;
 - 16) Mumps, until nine days after onset of parotid gland swelling;
 - 17) Measles, until four days after disappearance of rash;
 - 18) Symptoms which may be indicative of one of the serious communicable diseases identified in the Illinois Department of Public Health Control or Communicable Diseases Code (997 Ill. Adm. Code 690).

3. A signed physician's release is required before a child can return to the program after experience any of the following: impetigo, head lice, scabies, pink eye, ringworm, trench mouth or any communicable disease. If there has been an exposure to any contagious disease at the program site, a written notice or report will be posted at the site and/or sent to the parent(s)/guardian(s).
4. In order to facilitate communication between the home and the program, parents should advise the staff of any condition, which the child has , that is out of the ordinary; such as, the child is on medication for an ear infection, may be developing allergies that could cause a rash, etc.
5. In the event of an accident or illness which warrants sending a child home, the following procedures will be implemented:
 - a) The emergency person numbers will be called, if unable to contact parent/guardian.
 - b) An effort will again be made to locate the parent/guardian.
 - c) In the event that the staff is unable to locate a parent/guardian or the emergency person, they will use their discretion in contacting the child's doctor/clinic/hospital as listed on the Emergency/Medical Care Form.

PLEASE NOTE: It is the financial responsibility of the parent/guardian to pay for or to reimburse the District for any expense incurred as a result of emergency health/medical procedures undertaken on behalf of your child.

6. In the event of minor accidents, the staff will follow procedures outlined in first aid manuals and report these to the parents, as well as report them on an Accident Report Form.

MEDICATIONS

Any medicine to be given to the child must be signed in on the appropriate form with written instructions as to the time and dosage. The medicine must be labeled with the date, the child's name and directions for administering the medication. Prescribed medication should also include the following information: the date; the physician's name; the prescription number, and the name of drug store or pharmacy. A signed consent for **MUST** be in the child's file. Medication may not be administered unless the procedures listed above have been followed. Kids Korner can only administer medication prescribed to the child. **NO TYLENOL** or other over the counter medicines will be administered to the child.

EMERGENCY MEDICAL CARE

If a child under Kids Korner is injured, the following steps will be taken:

If the injury is life threatening, 911 will be called immediately. If first aid is necessary, proper procedures to treat the injury shall begin. In the event of any injury requiring medical attention, the parents will be notified according to the telephone numbers provided for this purpose.

HOURS OF OPERATION

The program will regularly begin its operation upon school dismissal from School District #95 and will close at 6:00 p.m. On snow days, institute days, parent/teacher conference days, school holidays and during summer session, the program site will begin at 7:30 a.m. and will close at 6:00 p.m. During inclement weather we will adjust our hours to 8:30 a.m. to 4:30 p.m.

LATE PICK-UP FEE

If a parent arrives later than 6:00 p.m. to pick up their child, a late pick-up fee will be assessed. The late charge shall be assessed at \$1.00 for every minute beginning at 6:01 p.m. The Late Pick-up Fee is to be paid the evening of the late pick-up. In the event that the late fee cannot be paid the evening of the late pick-up, it must be paid no later than the following evening when picking up your child. (i.e. 2 children pickup at 6:05 p.m. would result in a \$10.00 fee assessment, 1 child pickup at 6:05 p.m. would result in a \$5.00 fee assessment.)

Please call Kids Korner if you are going to be late. Both staff and children become worried.

UNCLAIMED CHILD

If a child is at the program site beyond 6:15 p.m. and Kids Korner is unable to reach either parent/guardian or any emergency person, the staff shall notify the Kids Korner Director. If the participant is still at Kids Korner at 6:45 p.m., the proper authorities will then be notified.

DEPOSIT FEES

Children will be accepted on a full and part-time basis (for the summer session we only accept full-time enrollment) at the specified weekly rate. A \$85.00 deposit fee is required upon registration for the school year. A \$175.00 deposit fee is required for the summer session. The deposit fee will be applied to the last week the child(ren) attends. Even though your child may re-enter the program at a later date, the current deposit will be used for the last week of attendance. **KIDS KORNER MUST RECEIVE TWO-WEEKS NOTICE OF UNENROLLMENT IN ORDER TO USE YOUR DEPOSIT. IF A TWO-WEEKS NOTICE IS NOT GIVEN YOU WILL FORFEIT YOUR DEPOSIT.**

TUITION FEES

Tuition must be paid on Monday of each week. Whether your child is absent or present, tuition must be paid in advance on a weekly basis to ensure your child's place in the program. In other words, if your child is ill or on vacation, tuition must still be paid.

- All tuition is collected electronically by Tuition Express. You can choose to have tuition taken out of your saving or checking account. Paperwork is included in your application packet.
- If your tuition is rejected a charge of \$5.00 will be applied to your account.

Additionally, if your child is absent for five (5) consecutive days and Kids Korner is not notified of the reason for the absence, Kids Korner will assume that the child has been withdrawn and the parent(s) and child shall forfeit all fees and privileges.

INSUFFICIENT FUNDS RETURNED CHECKS

If your check bounces, the Illinois Attorney General says you could be liable for:

1. The amount of the check plus,
2. 3 times the amount of the check (not less than \$100 and not more than \$500) plus,
3. Attorney fees and court costs.

A \$25.00 CHARGE WILL BE ASSESSED ON ALL CHECKS RETURNED DUE TO INSUFFICIENT FUNDS. IF THREE (3) CHECKS ARE RETURNED WITHIN A ONE (1) YEAR PERIOD, A CASH ONLY BASIS WILL BE INITIATED.

TUITION RECEIPTS

Tuition receipts will be placed in your child(ren) file, unless otherwise requested. An annual tuition receipt will be provided in January for income tax purposes.

YEARLY CALENDAR

The program will operate year round except for the following days:

- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- December 24 through New Year's Day
- Memorial Day
- Independence Day

If one of the above major holidays falls on a weekend day we will close the Monday or Friday closest to the holiday. Any other day in which the program will not operate will be posted on the parent bulletin boards a minimum of two weeks before closure.

VACATION DAY(S)

Ten (10) vacation days will be granted each school year session during the period beginning September 1st and ending August 31st the following year. **This applies only to full-time enrollment.** These days **DO NOT** accumulate from session to session. If they are not used within the stated session period, they are forfeited.

The child must be enrolled in the program no less than twenty (20) days or four (4) weeks before the vacation day rate will be approved. Forms are located on the Parent Information table. The director will determine the daily fee for vacation days.

Vacation days requests require a written notice of two (2) weeks in advance for approval.

Written requests to use planned absence days for extended illnesses will be considered on an individual basis (i.e. hospitalization, chicken pox, measles, mumps). Said written requests must be received within two days of the child's return to the program.

TRANSPORTATION TO KIDS KORNER

On school days, children will be dropped off by the current contracted bus service for the Carbondale Elementary School District #95. Each school year that your child is enrolled in Kids Korner a School Consent Form must be filled out and placed on file at Kids Korner. The bus drop-off location is at either of the two points of Kids Korner: the south side of Kids Korner parking lot on Old Main Street or directly in front of Kids Korner on Glenview Drive. On a non-school day, a parent must walk children into Kids Korner and sign them in.

SIGNING YOUR CHILD IN AND OUT

On school days, a staff member will note the time of your child's arrival at the site. However, on those days during the school year session that you will be bringing your child or during the summer session, you, the parent/guardian must:

1. Escort child into the building.
2. Record the time that the child arrives at the site and sign your name in the designated area on the sign in/sign out sheet for your child.
3. Inform the staff of your child's presence.

To sign your child out of the site at any time, the parent/guardian must:

1. Assist the child in collecting any personal belongings.
2. Record the time that the child leaves the site and sign your name in the designated area on the sign in/sign out sheet for your child.
3. Notify the staff that you are leaving with your child. **CHILDREN ARE NOT ALLOWED TO SIGN THEMSELVES OUT!**

PERSON OTHER THAN PARENT/GUARDIAN PICKING UP A CHILD

We must have a written-singed notice in advance if someone will pick up your child who is not on the pick-up consent form. The note should contain the date and name of the person who will be picking up the child. Additionally, if any member of the staff does not recognize a person who is picking up a child at the time, even though the name is given on the pick-up consent form, the staff shall require presentation of a photo ID before releasing your child to that person. This is for the safety of your child.

GOALS OF KIDS KORNER

1. Provide a safe, intellectually stimulating and happy environment for all persons.
2. Encourage a good relationship between the program and the home.
3. Have the children feel wanted, cared for and valued.

GOALS FOR CHILDREN

1. Encourage a positive self-concept.
2. Foster a sense of security in group situations.
3. Encourage empathy and respect for others, including staff.
4. Foster problem solving techniques and skills.
5. Promote safe play and team activities.
6. Encourage natural curiosity.
7. Encourage the correct use of, respect of, and responsibility for materials and equipment.

GUIDANCE AND DISCIPLINE PHILOSOPHY

When people hear the word "discipline" they immediately think it is synonymous with punishment. Not so. Each of us has discipline in our daily lives or we would never get to work or school on time, eat when supper is served, see the beginning of a movie, get to the party before it is over, have clean clothes ready to wear, or progress through school curriculum.

Discipline is simply learning to take control of our lives and that means controlling our actions and accepting the consequences of our choices. With staff leadership the child is assisted in learning to take control his/her life. The staff helps the child explore the options available, and after exploration, to **choose** an action. Should the situation occur in which the chosen action were "inappropriate", the staff would help the child deal with the consequences of that action.

DISCIPLINE IMPLEMENTATION

After the child chooses an action, staff will determine whether the action is appropriate. If the action is not appropriate, Kids Korner believes the best approach for the child is to be set in time out or to be redirected to an activity that is less threatening, depending on the behavior. Staff should explain to the child why they are being placed in time-out. Each child will respond differently and staff will devise their approach for dealing with the unacceptable action on an individual basis according to each child. Staff attempts to see the problem developing BEFORE it happens and guides the child through the decision making process.

If the behavior continues after the staff member has made every attempt to solve the problem with the child, the staff member will need to fill out a *Behavior Report Form* and discuss the issue with the parent and/or guardian on the day of occurrence. If necessary, the parent/guardian will be called soon after the behavior has occurred so that the teacher can discuss the behavior with the parent/guardian. If three Behavior Reports are filled out on one child within a 5-day period or if the behavior becomes threatening to the safety of the child or other children, a parent/teacher conference must be scheduled within 2 days.

At parent/teacher conferences, parents will be informed of the inappropriate behavior. The parent will have the opportunity to discuss ways to discipline the child in the event that the behavior continues. The staff will have the opportunity to discuss how to handle negative behavior if it gets to the point in which it is uncontrollable or threatening to other children's safety and wellbeing. (i.e. calling the parent to come and pick up the child).

PRIVACY STATEMENT

All children and family information obtained by the center is confidential and will not be released to anyone outside of the center without prior written consent.

ACTIVITIES

Children enrolled in the program are introduced to four major types of activities:

1. *Free Play* - activities chosen by the child in either inside or outside play areas, including an art, language, science/math, music, book/quiet area and dramatic play area, and gross motor skill exercises.
2. *Structured Experiences* - activities designed by the staff to meet specific needs of an individual or groups of children. These activities are designed for a particular age and/or developmental level and are planned around a weekly theme.
3. *Large Group Experiences* - physical activities; music, drama, and/or group games.
4. *Self-Selected Activities* - activities planned by the staff to develop skills in science/math, language/communication, art and/or fine motor skill activities. Children are encouraged to participate in an activity of their choice.

KIDS KORNER
SCHEDULE FOR FULL-DAY SESSION
~FLEXIBLE~

7:30 a.m. - 8:15 a.m.	FREE PLAY
8:15 a.m. - 8:30 a.m.	CLEAN UP
8:30 a.m. - 9:00 a.m.	SNACK
9:00 a.m. - 9:45 a.m.	INDOOR/OUTDOOR PLAY
9:45 a.m. - 10:30 a.m.	LEARNING ZONE
10:30 a.m. - 10:45 a.m.	CLEAN UP
10:45 a.m. - 11:30 a.m.	INDOOR/OUTDOOR PLAY
11:30 a.m. - 12:15 p.m.	LUNCH
12:15 a.m. - 1:00p.m.	CLUBS
1:00 p.m. - 2:00 p.m.	INDOOR/OUTDOOR PLAY
2:00 p.m. - 3:15 p.m.	CLASS TIME
3:15 p.m. - 3:30 p.m.	CLEAN UP
3:30 p.m. - 4:15 p.m.	SNACK
4:15 p.m. - 5:00 p.m.	INDOOR/OUTDOOR PLAY
5:00 p.m. - 6:00 p.m.	SELF-SELECTED ACTIVITY

FIELD TRIPS

Field trips are a part of the program. Group experiences beyond the premises of the facility potentially enrich and extend the development of each child. However, the program's first responsibility must always be to safeguard the health and wellbeing of each child. Occasionally, assistance may be needed from the parents to help chaperone and provide transportation. Sign-up sheets for chaperones and drivers (when needed) will be posted prior to such field trips.

Adult/Child Ratio: Whenever a field trip is planned, we must provide at least a 1-to 10-adult/child ratio. If this is not possible, plans for the trip must be altered.

Conduct: If a child consistently exhibits extreme misbehavior while on field trips or at Kids Korner, the child may be required to stay at the program site during future field trips.

SWIMMING

A staff/child ratio of 1- to 10 shall be maintained when children are swimming at lakes or recreational swimming facilities. A minimum of two adults must be present at all times.

CLOTHING

The children may play outside year-round (weather permitting), so please send them dressed appropriately for activity participation. In warm weather, please NO flip-flops. Children must wear sneakers. We ask that all children keep an extra set of clothing at Kids Korner in case the clothes they are wearing become wet or soiled. In case of snow, children may go outside if they have all of the following: hat, gloves, coat, boots, and extra clothes. On days when your child is scheduled to go on swimming field trips please send them in tennis shoes and send their flip-flops along with their other swimming items.

FOOD

A nutritious snack is served each afternoon during after-school care. A nutritious morning snack, lunch and afternoon snack are served when the program is in session all day. In the summer we will save lunches until 12:30 p.m. **NOTE: Held lunches must be requested one (1) week in advance.**

BIRTHDAY AND HOLIDAY EVENTS

Birthday and holidays are very special days when children enjoy sharing treats with other members of Kids Korner. If you and your child would like to share a treat, we ask that you notify the director a week in advance to arrange a date for the special event. The Public Health Department required all foods brought into Kids Korner be purchased through a licensed kitchen (such as a bakery shop or grocery store). Simple treats that are low in sugar are highly recommended for distribution. When sending birthday invitations to children, please give them to the Director to pass to the parents. **DO NOT PLACE IN CUBBYS.**

OPEN DOOR POLICY

Kids Korner is open to children of all faiths, beliefs and backgrounds. As such, no formal religious observation or instruction shall be provided.

Kids Korner also has an open-door policy for parents, who are welcome into our center at any time during the day to observe or visit in their child's classroom. Parents are also encouraged to communicate with teachers and administration any requests or concerns that they may have.

It is our duty to strive to meet the expectation and level of care that parents expect. However, the administration and staff at Kids Korner will not tolerate threatening mannerisms, inappropriate comments, verbal abuse or profanity from any parents. If any of these actions occur, it may be grounds for immediate termination of the child/ children's enrollment.

ELECTRONICS AND INSTRUMENTS

Electronics (i.e. walk-mans, computer games, and remote controlled cars/trucks) are not allowed to be brought into Kids Korner from home. Musical instruments can be brought into Kids Korner but must not be taken out of their cases. Those items are expensive to parents/guardians and we feel they are best used under the direct supervision of a parent/guardian. Specific Electronics Days will be designated (every other Friday).

TOYS

Although we realize how much children like to bring toys from home, we strongly discourage bringing anything except for "Show-N-Tell" days. Guns, swords, or any violent toy play is never allowed. We cannot be responsible for lost or broken toys.

In addition, please do not bring in items that are of sentimental value. Kids Korner cannot be responsible for those as well.

PEST CONTROL

It is the policy of Kids Korner that all pest control procedures are done with a contracted pest control company. Pest control management will consist of the following procedures:

1. Pest control will be economically feasible and paid for by the company.
2. The Directors of the company will record management and scheduling of the operations.
3. Parents will be notified ahead of time of the pest control procedures.
4. Pesticides will only be applied when children are not present.
5. All toys and items mouthed or handled by the children will be removed from all areas subject to spray prior to application time.
6. The guidelines of the Pest Control Policy of Kids Korner are set to ensure the safety of all children enrolled on our facility by reducing health and environmental risks by promoting the use of integrated pest management for structural pest control and by making pest management available.

STANDARD FORMS

1. APPLICATION OF ADMISSION - this is the general background information required for each child enrolled.
2. CHILD PICK-UP - this form identifies three adults, other than parent(s)/guardian(s) who are authorized to pick up your children.
3. EMERGENCY MEDICAL CARE - this form authorizes the program staff to administer first aid and to request professional medicine to your child or children.
4. ADMINISTER PRESCRIPTION MEDICATION - this form authorizes the program staff to administer prescription medicine to your child or children.
5. ADMINISTER PATENTED OVER-THE-COUNTER MEDICINE - this form authorizes the program staff to administer patented over-the-counter medicine to your child.
6. TRIPS, EXCURSIONS, AND PUBLIC PARK FACILITIES - this form authorizes the program staff to take your child on walking trips, special excursions, and to nearby public park facilities.
7. PHOTOGRAPH - this form authorizes the photographing of your child during their participation in the program and the reproduction of said photographs by either the news media or the District.
8. CERTIFICATE OF CHILD HEALTH EXAMINATION - this form provides medical history, immunization history and information on the current physical condition for each child enrolled. A copy of a current (within the twelve months prior to the child's enrollment in kindergarten or first grade) certificates of child health examination will be accepted. Consistent with the Illinois School Code, the Carbondale Park District requires that new health examinations be completed and on file with the District prior to the child beginning fifth grade.
9. SCHOOL CONSENT - this form must be filled out for each child by the child's parent/guardian each year that the child attends Kids Korner. The form includes where the child will be attending school, which bus will bring them, and the grade that the child will be attending that year.
10. CHILD RELEASE OF INFORMATION FORM - this form must be filled out by the child's parent/guardian and place on file with the District if the parent/guardian will allow information to be released about the child to third parties.
11. TUITION EXPRESS FORM - this form is for the collection of tuition. All tuition is collected electronically from you checking or saving account. All information is kept confidential with the District's Financial Clerk.

SPECIAL FORMS

1. **LATE PICK-UP FORM** - the staff completes this form when a child is picked up late. One copy is given to the parent and another copy is filed with Kids Korner.
2. **NON-ACCEPTANCE FORM** - in the case of disruptive behavior or nonpayment of fees, the staff and the parent(s)/guardian(s) will receive this form.
3. **MEDICINE SIGN-IN FORM** - this form is posted at the Director's desk.
4. **PAYMENT AGREEMENT FORM** - this form is given to the parent/guardian when their child has been accepted in the program. It states when the parent/guardian will be paying the tuition to Kids Korner.
5. **PLANNED ABSENCE FORM** - available at the Director's desk. Used to inform director and staff of planned absence(s). **MUST BE COMPLETED TWO (2) WEEKS IN ADVANCE OF THE PLANNED ABSENCE DATE** in order to receive the Planned Absence Day rate.
6. **SUNSCREEN FORM** - this form is used to allow Kids Korner Staff to apply sunscreen to your child.
7. **WITHDRAWAL FORM** - this form is used to notify the Director of Kids Korner as to when the last day of attendance will be for a particular child. **THIS FORM MUST BE SUBMITTED TWO WEEKS BEFORE THE CHILD'S LAST DAY OF ATTENDANCE.**
8. **ACCOUNT SUMMARY FORM** - this form is used to notify parent(s)/guardian(s) of payment missed.
9. **FIELD TRIP FORM** - this form is to be filled out by parent/guardian before a child(ren) may participate in a field trip.
10. **BEHAVIOR REPORT FORM** - this form is filled out by a teacher or the Director of Kids Korner when a child's behavior becomes threatening to the safety of the child or other children.

KIDS KORNER DEPOSIT AND TUITION FEES

- Deposit for school year:** Applied to tuition for last week of enrollment. \$85.00
- After-School Tuition per week:** Mon - Fri, 2:00 - 6:00 p.m. Snacks provided. Includes 2:20 p.m. dismissal days. \$85.00
- After-School Tuition per day:** Available Mon - Fri, 2:00 - 6:00 p.m. Snacks provided. Must be enrolled in at least two days per week. Includes 2:20 p.m. dismissal days. \$17.00
- Early Dismissal Days Tuition per day:** 11:00 a.m. - 6:00 p.m. Snacks provided. \$30.00
- Special Full-Day Tuition per day:** 7:30 a.m. - 6:00 p.m. Breakfast, lunch and snacks provided. Includes special school holidays and school emergency weather closings. \$35.00
- Drop-in Special Full-Day Tuition per day:** Drop-ins are only available to non-district #95 students. 7:30 a.m. - 6:00 p.m. Breakfast, lunch and snacks provided. Includes special school holidays and school emergency weather closings. \$40.00

After School Hours

2:00 p.m. - 6:00 p.m.

All Day or Summer Session

7:30 a.m. - 6:00 p.m.

Inclement Weather Hours

(When school is canceled due to weather)

8:30-4:30

Superintendent of Childcare

Katy Burns

Kidskorner@clearwave.com



Kids Korner is owned and operated by Carbondale Park District
Kids Korner | kidskorner@clearwave.com | 618-457-7356
<https://cpkd.org/childcare/kids-korner>