



Kids Club 
Landrum

2023-2024

Our After School Program runs from August 14- May 23

School Age Parent Handbook

Location

First Baptist Landrum
300 East Rutherford St.
Landrum, SC 29356

www.kidsclublandrum.com

WELCOME to the Kids Club Landrum FAMILY!
Christ-centered child care that is safe and secure.

Thank you for choosing Kids Club Landrum for your childcare needs. We consider your decision a huge honor and a great responsibility. We pray for each family that is sent our way. You are no exception!

*This parent handbook contains information regarding our After School Program. It will explain the why and how of what we do. However, the most important thing that I would like to convey is this: **We exist very simply because we care about you and your family. If there is anything our staff can do to better serve you, please let us know.***

God bless you,

Pastor Mark

Pastor of First Baptist Landrum

Director@kidsclublandrum.com

Kids Club Landrum's TOP TEN THINGS YOU NEED TO KNOW!

1. Our website, kidsclublandrum.com has a lot of useful information and forms. With just a few clicks you can find just about anything you need to know about camp!

2. Kids Club Landrum uses Brightwheel for billing and communication. Parents are required to sign up with Brightwheel. An email invitation from Brightwheel is sent out to all parents at the time of registration. Check for messages from your site director often throughout the day.

3. Our Billing Department can be reached through the billing department email: kidsclublandrum@campbilling.com

4. Our Hours of Operation:

- After School Camp- Monday - Friday 2:30pm - 6:00pm
- Holiday Camps or Teacher Workdays- 7:00am - 6:00pm
 - Morning drop off is between 7:00am-9:00am.
 - Afternoon pick up is between 4:00pm- 6:00pm.

5. We are closed:

- Labor Day: Monday, September 4th
- Thanksgiving Break: Wednesday, November 22 - Friday, November 24
- Week of Christmas: Monday, December 25th- Friday, December 29th
- New Years: Monday, January 1st
- Memorial Day: Monday, May 27th
- Week of July 4th: Monday, July 1st-Friday, July 5th

6. Kids Club Landrum requires all tuition contracts to sign up for auto-draft through our software.

Payment is due the Friday prior to the week your child is attending, not at the end of the week attended. There will be a \$10.00 late fee on Monday morning if your card was declined.

7. Our After School Contract allows for one week of vacation that you may choose to use if your child will not be attending. Our vacation weeks are Monday - Friday. To use your vacation week you will need to email kidsclublandrum@campbilling.com at least 5 days prior to the payment date.

8. Kids Club does not offer hot lunch. In our all day programs, you will be required to send your child with a lunchbox.

9. In our all day programs a snack will be provided. We also have a snack bar where you may purchase from a wider variety of snacks. Snack prices vary between .50-\$1

10. T-Shirts must be worn anytime the camp will be going off site for a field trip. If your child does not have a camp shirt on a day in which it is required, a shirt will be given to them, and your account will be invoiced \$10 and must be paid by the end of that week. Our T-shirt policy is for the safety of your child. Camp shirts provide quick identification in group settings.

11. For our all day programs - Closed toe and closed heel shoes must be worn every-day. Flip flops may be brought and worn for water days.

12. We close at 6:00pm. There will be a late fee due if a camper is picked up after 6:00pm at the rate of: -\$15.00 flat fee between 6:00 and 6:15, and \$1.00 per minute thereafter.

Table of Contents:

Registration and Tuition Pricing

General Information

Structure:

- After School
 - Transportation
 - Homework Rooms
- Policies and Procedures
 - Electronics Policy
 - Kids Club Landrum Disaster Plan
 - Inclement Weather
 - Health
 - Behavior and Correction

Registration and Tuition Pricing:

- A Registration Fee of \$120 and Weekly Tuition is required for your child to attend the Kids Club Landrum program. Registration fees are non-refundable.
- Weekly tuition is due each Friday previous to your child's attendance. ***Kids Club Landrum does not offer daily rates.***
- We require ALL tuition payments to be auto drafted through our billing and communication software. *Cash and checks are not accepted for tuition payments.*
- A weekly late fee of \$10 will be charged if tuition has not been paid by Monday Morning.
- If a camper account is delinquent for more than two weeks **Kids Club Landrum may suspend childcare services until the account is brought up to date.**
 - If the payment method on file is declined twice, we will require a new payment method to be entered into our billing software system before the next payment is due.
- Parents who have chosen a contract payment agreement, will be charged regardless of attendance after the camper's allotted vacation week has been used.
 - *Payment contracts can be canceled at any time for a contract break fee of \$120.*
- Kids Club Landrum does not give refunds. A credit may be rolled over in certain circumstances.
- Camp closes promptly at 6:00pm and children picked up after closing will be assessed a late pickup fee of \$15 for the first 15 minutes (6pm to 6:15pm) and \$1 for each minute thereafter. Our Check in/Check out software will be the determinant of the pick-up time.
- Copies of enrollment forms, attendance records, and tax statements can be found by the parents on their Brightwheel account. The Billing Department will email information on how to gather your Brightwheel statement during tax season. If a parent would like The Billing Department to conduct this for him/her, a minimum \$25 fee will be charged per quarter of forms requested and may take up to 1 week to be processed.

**Any outstanding fees that have been incurred during a given program must be paid to a zero balance before enrollment and attendance into the following program. (I.E. Fees during summer camp must be paid before attending the following school year program.)

General Information:

- After School Hours of Operation: Monday - Friday 2:30pm - 6:00pm (School Year)

*We close at 6:00pm. There will be a late fee due if a student is picked up after 6:00pm at the rate of \$15.00 flat fee between 6:00pm and 6:15pm. \$1.00 per minute thereafter.

- We are closed:

- Labor Day: Monday, September 4th
 - Thanksgiving Break: Wednesday, November 22 - Friday, November 24
 - Week of Christmas: Monday, December 25th- Friday, December 29th
 - New Years: Monday, January 1st
 - Memorial Day: Monday, May 27th
 - Week of July 4th: Monday, July 1st-Friday, July 5th
- If school is closed for a teacher workday/holiday, Kids Club Landrum will most likely be open for all day camp from 7:00am - 6:00pm (this does not include the Kids Club Landrum holidays), with drop off from 7:00am- 9:00am and pick up from 4:00pm -6:00pm.
 - The tuition cost for teacher workdays or holiday camp weeks will be listed under your specific contract on the pricing sheet online.
 - Camp shirts are required on field trips on all day camps for safety purposes. If your camper arrives without a Kids Club Landrum shirt, one will be given to the camper and charged to your account for \$10.
 - Important notices such as schedule changes and upcoming events will be posted at our front desks and on our FB Page, as well as communicated through our parent communication software, Brightwheel. It is your responsibility to stay updated.
 - It is a requirement that every child be checked in and out at the front desk by a parent/guardian/or an approved adult listed by the parent on the registration. If they do not have a Brightwheel code, A Driver's License may be used for Identification if they are listed as an approved pick up on the registration form.
 - The staff to child ratio meets all state childcare licensing requirements.
 - Kids Club Landrum prohibits the use of tobacco, alcohol or nonprescription drugs on our camp premises. Kids Club Landrum reserves the right not to release children to adults that are under the influence of drugs or alcohol.
 - Please label all of your children's personal belongings with their names. Kids Club Landrum is not responsible for any lost or stolen items. We will announce and donate lost and found items periodically throughout the year.
 - Parents are not permitted past the front desk/lobby. If your child forgets something or needs assistance, a Kids Club Landrum Staff member can assist them. We ask that parents follow this policy so that we know who is with/around our campers.
 - Kids Club Landrum generally schedules "G" or "PG" rated movies for our field trips and/or onsite events, however, if a "PG-13" movie of appropriate matter is available, it may be included with parent permission.

- Kids Club Landrum cannot be held responsible for lost or stolen phones, electronic devices, toys, DVD's, etc.... brought to camp.
- Kids Club Landrum Counselors and Directors reserve the right to ask a camper to place their phone, tablet, etc. in their backpacks, or at the front desk if it is being a distraction to the camp program. We ask that these items be left at home unless being used for the purpose of school.
- Closed toed and closed heel shoes must be worn every day.
- Kids Club Landrum provides no accident/medical protection.
- Parents must provide the signed document and it must be approved for a camper to receive special therapy treatment while at camp. The therapist will meet with the child in a designated area away from other campers, but in a place where your child is still supervised by camp directors.
- Camp t-shirts must be worn on all off-site field trip days. If a camper arrives at camp without a camp shirt, one will be provided, and the parent will be charged \$10.00.
- Please remember the importance of labeling clothing with the child's name, especially camp t-shirts.

Structure: AFTER SCHOOL PROGRAM

The afterschool program at Kids Club Landrum was designed to keep your children engaged and having fun, while also giving them time to focus on their studies and grow deeper spiritually. From approximately 2:30pm - 3:30pm, we will be safely transporting your child from school to our childcare facility. Once back at our facility, children will have snack time and participate in homework rooms, devotions, and afternoon rotations. Each week campers will have a new weekly theme that inspires their crafts and activities. The devotion each week covers a main point that is built upon each day. Pick up by parents from after school occurs from 4:00pm – 6:00pm. Parents must have the check in/check out code for their child in order to pick up from our facility.

Transportation:

- ***Parents should contact the front desk by 12:00 pm through Brightwheel or by phone if your child is not going to be picked up after school by Kids Club Landrum. This protocol is in place to ensure the safety of your children and the punctuality of our drivers to each school. Parents will be charged a \$10 fee if Kids Club Landrum is not contacted.***
- If you communicate that a camper should be "absent," but the school brings them out to our Kids Club Landrum bus, it is our policy to pick the camper up if they are listed on our

route. We will not risk the camper's safety by leaving them at school. If this occurs, the camper can be picked up from our location.

- If your camper requires a car seat, one must be provided by you to Kids Club Landrum prior to picking your camper up from school.

Please Review These Transportation Guidelines with Your Child. If these transportation guidelines are not followed, campers will face consequences to include bus suspension. This is for the safety of all campers on the Kids Club Landrum vehicle(s).

- ❖ *Campers are to report to the camp vehicle after the bell rings or when dismissed from class as quickly as possible.*
- ❖ *Once children board the camp vehicle, children may not leave the vehicle for any reason.*
- ❖ *Campers must stay seated at all times while in the vehicle.*
- ❖ *Campers may not unbuckle their seatbelt once they enter the vehicle.*
- ❖ *Avoid loud talking, or anything else that might distract the driver. Keep quiet near railroad tracks so that the driver can listen for trains.*
- ❖ *Keep head, arms, and body inside the vehicle. Keep your hands and feet to yourself.*
- ❖ *Do not throw objects inside or out of the vehicle.*
- ❖ *No eating or drinking in the vehicle.*
- ❖ *Do not damage the bus and always assist in keeping it clean. If any child destroys property within the vehicle, the parent(s) will be held liable to replace the item(s) broken.*
- ❖ *Take a seat and remain seated, facing forward, while the vehicle is moving. Keep your feet on the floor in front of the seat, not in the aisle.*
- ❖ *Keep the aisle and the exits clear.*
- ❖ *Use of abusive or vulgar language or directing such language toward other students or adults is prohibited.*
- ❖ *The emergency door and exit controls may only be used during supervised drills or actual emergencies.*

Homework Rooms:

- We do have structured homework rooms during after school. Please make sure your child understands that homework is done during this time.
- Campers are expected to complete their homework at camp during this time. If a camper is picked up earlier than 4:45PM, their homework may not be completed.
- The counselors will check the camper's daily agenda for homework.
- If your child does not have homework on a given day, please make sure they come to camp with a book or quiet activity that they can quietly work on while the other campers are doing their homework.

- We will assist children with homework as much as time and other needs allow. At this time, we do not offer one-on-one tutoring.
- During homework time, campers should remain in their seats and quiet.
- We will verify that all homework is done neatly and will spot check for correctness. Though we hope to have all homework completed at Kids Club Landrum, we ask parents to review their child's homework at home as counselors will not be checking every answer.
- The only help we cannot accommodate is one on one time with each child such as: individual reading aloud or flash cards. Children will have to complete this at home with their parents.
- As a courtesy, we will contact parents if we see campers are not completing an agenda, or stating they do not have homework for several days, etc. We also ask that you kindly let the front desk know if assignments are being missed.
- Please let your camp director know if you would prefer for your child to complete their homework at home.

Structure: HOLIDAY CAMP AND ALL DAY PROGRAMS

Holiday Camp Weeks at Kids Club Landrum are designed to give your children a fun-filled week of camp that also keeps them safe and growing spiritually. Our site contains a craft room, center room, playground, board game room, and bounce house. Each week campers will have a new weekly theme that inspires their crafts and activities within these rooms.

After drop off is completed, campers will have an opportunity to get a snack and participate in a devotion with their age group. The devotion each week covers a main point that is built upon each day. Please remember that campers are required to pack lunch each day. On days that we have field trips, we will typically return by 4pm and campers then have another snack time and can choose their room option until they are called to go home. Pick up by parents from holiday camp occurs from 4:00pm-6pm. Parents must have the check in/check out code for their child in order to pick up from our facility.

Field Trips:

During holiday camps, Kids Club Landrum typically offers one field trip per week. The field trip schedule can be found on Kids Club Landrum.com and on your Brightwheel calendar. ***Camp shirts are required for all off-site field trips for safety.***

Rotations:

- During rotations, campers are split up by age groups and rotate through each one of our rooms in 30 to 40-minute increments. The activities and crafts done in each room are inspired by the theme for the week.
- Age Groups have Devotions Daily.

Policies and Procedures:

Electronics Policy:

With the rise in E-learning, we understand the importance and value of technology.

Nevertheless, we also understand the dangers that can come with technology.

For all campers in kindergarten through fifth grade, technological devices (tablets, cell phones, computers) can only be used during homework time/virtual learning. If a technological device is being used during the approved time, the counselor must be able to see the screen. Campers are only allowed to use devices to do homework. Technological devices are not allowed to be used while being transported on Kids Club Landrum vehicles.

Thank you for joining us in encouraging and enforcing these policies with your campers for the safety of all. If camper's are caught in the wrong area on their device or at the wrong time, their device will be taken and remain at the front desk until pick up time if the guidelines are not followed by the camper. We want to remind all parents that we are available to you during the time your camper is at our site! If you need to speak to your child, please send us a Brightwheel message or give us a call at 864-457-4118, and we will be happy to coordinate that conversation! We hope these policies will help encourage more FUN and more SAFETY here at Kids Club Landrum!

Kids Club Landrum Disaster Plan

In the case of an emergency or disaster, the following procedures will be implemented:

Fire: Campers will remain with their counselors in a pre-designated spot that they have already been drilled on.

Tornado-After School: If a Tornado warning is issued while After School routes are being driven, then all drivers and the campers that are with them, will shelter at the closest school available, or at a retail store. After school routes will come to a standstill until the warning is lifted. School will not dismiss any students during a Tornado Warning. All routes will resume as soon as the warning has been lifted. If a Tornado warning is issued when all campers are on site, they will shelter in the safe spot that the site has already been drilled on.

-If a Tornado warning is issued while the students are on site, they will shelter in the safe spot that the site has already been drilled on:

*Kids Club Landrum will communicate with parents by an alert on our parent communication software and text if any type of emergency or disaster occurs while your child is under our care. The safety of your child is of utmost importance to us.

● **Emergency Phone Numbers:**

- **Kids Club Landrum Phone Number: 864-457-4118**

Inclement Weather – Kids Club Landrum will make a decision regarding opening during inclement weather with the safety of your campers in mind.

- There are no refunds if Kids Club Landrum is closed due to Inclement Weather
- Announcements will be made through email, Facebook, and Brightwheel in the event that camp will be closed.

Health

- If a child shows signs of illness while at camp, he/she may not be admitted or may be sent home. If sent home, a parent or an authorized person will be required to pick up the child within one hour. There is a \$25 fee per hour if a child is not picked up on time. Please seek a physician's help when necessary. Children with fevers and other contagious illnesses must be excluded from camp for at least 24 hours after the temperature returns to normal. Any child diagnosed with a streptococcal infection must be excluded for 48 hours after the initial dose of physician prescribed medication. A temperature of over 100+, a camper that has thrown up, or a child that has diarrhea will require an immediate pick up.
- Kids Club Landrum directors are trained annually in First Aid and CPR.
- If a physician's care is needed, parents will be contacted immediately, and emergency procedures will be followed.
- Kids Club Landrum employees will administer medication to children only when a parent has completed a medication form. Each medication bottle must have a current prescription label with the child's name, the dosage, and the physician's name on it. All medications must be checked into the front desk. No medication can be onsite unless it has been properly signed in and is stored at the front desk.
- Kids Club Landrum **does not** employ medical personnel and all medications will be administered to children by camp employees that are not trained or certified in any medical field.
- Please notify us if your child has a communicable disease/condition (lice, chickenpox, pink eye, fifth disease etc.), as it is our responsibility to notify other families of the risk.

We follow DHEC's exclusion list and re-entry time for communicable diseases and sicknesses.

- We are committed to doing all we can to keep lice out of our community. We encourage you to have your child checked for head lice by a school nurse or pediatrician prior to attending Kids Club Landrum programs.
- Kids Club Landrum has a no Nit policy as it pertains to Lice. In accordance with that policy we will not allow campers to attend Kids Club Landrum if our staff finds live lice or nits (eggs) in your child's hair. This is for the safety and consideration of all campers and staff. If our staff does find lice or a nit in your child's hair, you will be called to pick up your child immediately with instructions to treat them. Your camper is welcome to return the day following treatment, permitting they are lice and nit free. We ask that you alert the camp when your child has lice so that we can alert other camp families. Campers will be rechecked upon arrival.
- No refunds will be issued for canceled registrations or missed days due to lice or any other type of communicable disease/sickness, including COVID.
- If your child has been placed on quarantine by another entity, he/she may not attend Kids Club Landrum until that quarantine period has been lifted.
- If your child tests positive for Covid-19, he/she may not attend Kids Club Landrum for the current CDC quarantine period.

Behavior and Correction:

- The Kids Club Landrum' discipline policy is designed to promote the development of self-direction, self-control and socially acceptable behavior. This is accomplished through: sensitivity, consistency, firmness, fairness and follow through. We strive to maintain a loving and positive atmosphere and reinforce the structural boundaries required.
- Kids Club Landrum is designed for children who want to cooperate and participate in activities. If your child is having behavioral issues at camp, please handle accordingly because each child's good behavior is imperative to the success of our camps. Children who are physically aggressive, defiant to authority etc. may be allowed to attend on a trial basis. However, we reserve the right to dismiss any child whose behavior hinders the camp experience for others with no refund.
- Kids Club Landrum does not use corporal punishment.
- Kids Club Landrum reserves the right for its Directors to suspend a child from their camps at any time for any length of time with no refund.
- If deemed necessary by the Director, a parent will be notified to come and must pick up their child within one hour. There is a \$25 charge per hour if the parent is late picking up.

- If a behavior is significant or has become a consistent problem, a Parent Conference Record (PCR) will be conducted. A PCR is paperwork and a conference with the parent outlines the incident, the steps the child, parent, and director will take to help keep this behavior from occurring, as well as the consequences if the behavior continues. This paperwork must be signed by the director and the parent and kept on file.
- Depending upon the behavior, the consequence may be lifted to the previous consequence every two months that a child goes without displaying the problem behavior.

**Thank you for enrolling in Kids
Club Landrum and reading**

**through the Kids Club Landrum
Handbook!**

**We look forward to serving
your family this year!**

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