



**Parent Handbook**  
**2018-2019**

## General Policies

### Program Administration

The Director of Community Education is the chief administrator of the program in the cooperation with the Youth Program Coordinator who will provide supervision of the operation, monitoring, evaluation, and coordination of the program.

### Leadership

We are very proud of our outstanding KIDS UNITE staff members, who provide leadership in our program. Staff members are carefully selected for their maturity, patience, experience and ability to work with children. WISD Human Resource department screens our staff the same as all employees within the district including a criminal history background check and fingerprinting.

### KU Program

The KIDS UNITE Program offers energizing activities that promote team building and leadership skills, snack time, enrichment activities and time for homework completion.

### Registration and Tuition

Registration forms, a non-refundable enrollment fee and initial tuition fee must be submitted to the WISD Community Education department office prior to the first day of attendance. Parents are required to keep all contact, medical and emergency information current with the KIDS UNITE program.

**Please note Fun Days, Holiday Camp and Spring Break Camp will be a separate fee.**

**Payments are due Thursday for the following week.** Payments may be made at the Community Education office, online, campus drop box, fax, or by phone using Visa, Mastercard or Discover (No cash payments will be accepted at the campuses). If paying by check, please make your check out to WISD Com Ed and write your child's name on the memo line.

**WISD Community Education  
900 North Elm Street  
Weatherford, Texas 76086  
Phone: 817-598-2806, opt. 0  
Fax: 817-598-2807**

<http://comed.weatherfordisd.com>

**Office hours: Monday-Friday, 8:00 am to 4:30 pm**

### Registering On-Line

After initial enrollment, you may go on-line and register your child for subsequent weeks of Kids Unite. Your child's profile/information will already be entered into the computer.

**You will need to contact the Community Education office for log-in information.**

Please do not create a new profile.

**\*\*Please note you will not be able to pay any past due balances on-line. You will need to call the office to make that payment.**

## **AUTO PAY**

We are now offering the option to have your payments automatically charged to your Visa, Mastercard or Discover. At the time of the initial registration we will provide the required forms for you to fill out. Automatic payment options are weekly or monthly. (See payment due schedule at the back of the handbook). The payment schedule may change due to NSF's, expired Cards, or any other denials.

*Payment Plans may not be changed after receipt of the first payment.*

Auto Payments will come out during the holiday breaks and will be posted to weeks that school will be in session. If there are any revisions in the payment, an email will be sent to the parent/guardian.

## **Tuition**

As a component of the WISD Community Education, the Kids Unite Program is self-sustaining. The program salaries, supplies and administrative expenses are supported entirely by tuition. Therefore, timely payment is the only means for the program to continue.

Monthly payment plans are based on the total number of weeks in the school year divided into nine equal payments. Tuition adjustments will not be made for unforeseen circumstances beyond the control of Community Ed, (inclement weather, medical or facility emergencies). The due dates are based on the payment number and not the time period covered.

We will not have a daily charge or a drop-in rate and payments will not be pro-rated. If the child needs the program for only two or three days a week, the full tuition amount is required.

Any account that is more than 5 days past due may result in dismissal from the program. The account will be considered past due on Wednesday of the week your child is in attendance. A note will be given to you at the time of pick-up on Thursday or Friday stating that payment must be received by noon on Monday of the next week in order for them to continue. If a payment has not been received in the Community Ed office by noon on Monday your child will be dismissed from the program and you will need to find alternate care.

Please contact the Community Education office for more information on the rates. Children who qualify for free or reduced lunches may be eligible for a discounted weekly rate. WISD district employees are eligible for a discount rate.

Returned checks-Returned checks will be processed through E-Cap. A fee equal to the maximum state allowed recovery fee may be recovered electronically or by draft.

Late pick-up fees-Children should be picked up by 6:30 p.m. A **\$1.00 per minute** late fee will be assessed for all children. **The school's clock will be used as the official timepiece.** If emergencies occur, please notify Program Coordinator at 817-598-2806, ext. 3235 before 6:00 p.m. Calling ahead will not absolve you of any late charges, but will curtail the anxiety your child feels when no one has arrived by 6:30 p.m. If children are repeatedly picked up late, they are subject to removal from the program.

## **Withdrawal**

Your child is considered actively enrolled until written notification is received from the parent stating the child is withdrawn from Kids Unite. Withdrawal forms are available at the ComEd office and each Kids Unite program. Please complete a form and email or fax the form to the ComEd office. Parents are responsible for any tuition and/or fees incurred until a child is officially withdrawn from the program.

## **Refunds**

Refunds are calculated using a flat weekly rate for the weeks attended.

## **Medication Policy**

1. When possible, all medication shall be administered outside school/camp hours.
2. Staff must have written permission from the parent/guardian to administer any medication, prescription or over-the-counter.
3. Instructions on the use of a prescription shall be provided by a physician or pharmacist.
4. All medication shall:
  - a. Be in original container.
  - b. Include name and purpose of the medication.
  - c. Indicate time the medication is to be given.
  - d. Provide specific instructions on the administration of the medicine.
  - e. Indicate approximate duration of medications.
  - f. List of any possible side effects.
  - g. Include permission for Youth Programs staff to administer medication.

## **Behavior Management**

We emphasize positive, age-appropriate discipline techniques that guide and encourage children, and at the same time establish clear behavior guidelines and expectations.

At all time, staff members are guided by the principle that all children and adults deserve to be treated in a respectful and caring manner. Students/campers are expected to treat peers and staff with respect and to abide by all program rules.

Staff members support students/campers by clearly defining and enforcing expectations and responsibilities. Students/campers are encouraged to participate in daily activities.

Weatherford ISD discipline policies will be followed as stated in the district handbook.

The Youth Program Discipline management plan will be an ever-changing policy. The Program Coordinator and staff will work together to keep the policy current with the needs of the children in the program. We will also strive to stay current with the successful approaches of fellow professionals in the field of school-age care.

Discipline shall not be associated with food, rest or toileting. Drinking water shall be freely available to all children.

## **Youth Program Rules**

1. RESPECT: Children must respect others and understand that any bullying, racism, teasing, or otherwise mean behavior will not be tolerated.
2. Use positive language. Foul language or other inappropriate language will not be tolerated.
3. Follow all staff instructions.
4. Children must remain with staff members until parent or authorized pick-up person arrives. Any other arrangements for getting students/campers home must be made in advance with the after-school/summer camp staff.
5. Remain in activity areas designated by staff.
6. Take care of facilities and materials. (students/campers may be charged for damage to building or property)

Note: The Program Coordinator may, at any time, remove a student/camper from the program for any of the following reasons:

1. Refusal to follow rules.
2. Verbal abuse, physical abuse or sexual harassment of students/campers or staff members by children and/or their parents.
3. Being in the wrong place or unauthorized departure from a bus or activity site.

## **Consequences: General Behavior**

The Youth Program Discipline Management Policy is designated to assist the staff in creating an atmosphere that is safe and fun for all participants. Occasional misbehavior by the children enrolled is expected. These situations will be handled in accordance with the Youth Program Discipline Management Policy as stated in the Youth Program Staff Handbook. However, excessive misbehavior may result in one or all of the following consequences:

1. Parent conference with staff and/or Program Coordinator
2. Youth Program Incident/Discipline Report
3. Loss of Privileges(e.g. participation in activity, special event)
4. Suspension from the program(length to be determined by Program Coordinator)

## **Fighting**

Fighting between students/campers will not be tolerated. When fighting occurs, parents of all children involved will be contacted immediately. If a child is approached by another child in an aggressive manner, the child is expected to remove himself from the situation and contact a staff member. The following actions will be taken with each child that displays physical aggression.

First Offense:

1. Contact the parent
2. Immediate removal from the program
3. Youth Program Incident/Discipline Report
4. Parent conference

Second Offense:

1. Contact the parent
2. Immediate removal from the program
3. Youth Program Incident /Discipline Report

4. Parent conference
5. One three-day suspension

Third Offense:

1. Contact the parent
2. Immediate removal from the program
3. Youth Program Incident/Discipline Report
4. Parent conference
5. One two-week suspension

Fourth Offense:

1. Immediate removal from the program
2. Expelled from the program completely

The Program Coordinator reserves the right to alter and/or deviate from this policy. This decision will be made according to the severity of the incident.

**Release of Students/Campers to Authorized Individuals**

Students/Campers must be picked up by 6:30 p.m. Parents (or designated pick-up person) must sign the attendance sheet each day. Staff is NOT authorized to release any student/camper to anyone not listed as a pick-up person on the registration form. Staff may request to see picture identification if they do not recognize the individual. If we receive a note or phone call, we may call you to verify your instructions.

Children will not be permitted to leave the program area unless you specifically address this in writing. This includes tutoring or spending time with the classroom teacher. We cannot accept responsibility for supervision when the student/camper is not in our immediate care. Please ask the teacher for a Parent Permission Form for Child to Leave Kids Unite Supervision.

**Telephone and Visitors**

Please note that cell phone use by the children without staff permission during program hours is **not** permitted.

Parents are welcome to observe the program. If you wish to visit the program, please make arrangements through the Community Education office in advance. For liability and supervision reasons it is not possible for children who are not enrolled to attend or take part in the after school/summer camp activities. Please note the Kids Unite Program does not provide visitation time for non-custodial parents.

**Closings**

Occasionally, the weather becomes a factor beyond our control and may cause changes in the daily schedule. If Weatherford ISD cancels classes or dismisses early, Kids Unite will follow the district's schedule.

**Please note: The Youth Programs are not responsible for personal items that are damaged, lost or stolen.**

**Evaluations**

Parents and children will be asked to evaluate the programs periodically. We welcome your input and will strive to tailor the programs to meet the needs of the community.

## ADMINISTRATION

**Administrative Office:**

Jenny Morris

Jody Lafferty

Anita Marcle  
[amarcle@weatherfordisd.com](mailto:amarcle@weatherfordisd.com)

Jennifer Holcomb  
[jholcomb@weatherfordisd.com](mailto:jholcomb@weatherfordisd.com)

After office hour's emergency #:

**Phone 817-598-2806**

**Fax 817-598-2807**

Community Education Director

Administrative Assistant

Registrar

Kids Unite Coordinator

817-598-2806, ext. 3235

## SOCIAL MEDIA



KU Weatherford ISD



@WISD\_KidsUnite



WISD\_Kids\_Unite



Weekly Due Dates							
Payment #	Due Date	Payment #	Due Date	Payment #	Due Date	Payment #	Due Date
1	Upon Reg.	10	10/18/2018	19	12/20/2018	28	2/21/2019
2	8/23/2018	11	10/25/2018	20	12/27/2018	29	2/28/2019
3	8/30/2018	12	11/1/2018	21	1/3/2019	30	3/7/2019
4	9/6/2018	13	11/8/2018	22	1/10/2019	31	3/14/2019
5	9/13/2018	14	11/15/2018	23	1/17/2019	32	3/21/2019
6	9/20/2018	15	11/22/2018	24	1/24/2019	33	3/28/2019
7	9/27/2018	16	11/29/2018	25	1/31/2019	34	4/4/2019
8	10/4/2018	17	12/6/2018	26	2/7/2019	35	4/11/2019
9	10/11/2018	18	12/13/2018	27	2/14/2019	36	4/18/2019

Monthly Due Dates			
Payment #	Due Date	Payment #	Due Date
1	Upon Reg.	6	2/1/2019
2	10/1/2018	7	3/1/2019
3	11/1/2018	8	4/1/2019
4	12/1/2018	9	5/1/2019
5	1/1/2019		

### Important Tuition Notice

Monthly payment plans is based on the total number of weeks in the school year divided into equal payments. Tuition adjustments will not be made for unforeseen circumstances beyond the control of ComEd, (inclement weather, medical or facility emergencies). The due dates are based on the payment number and not the time period covered.

**Weatherford ISD KIDS UNITE Youth Programs**  
*Parent Handbook Receipt*



*Please sign, detach and return this page to a Kids Unite Staff member after you have read this handbook.*

*Thank you for your support!*

*Jennifer Holcomb, Program Coordinator*

I, \_\_\_\_\_, hereby acknowledge receipt of my personal copy of the Kids Unite Parent Handbook. I have read and understand the policies and guidelines of the Kids Unite Program. I agree to abide by the standards, policies and procedures defined or referenced in this document.

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Parents Signature

Date

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Students Signature

Date